



Administrative Assistant- Community Development Job Description

Department: Administration
Supervised By: Community Development Director
Supervises: None
Bargaining Unit: None
FLSA: Non-Exempt
Status: Part-Time (20 -25 hours)

General Summary:

The purpose of this position is to provide administrative and clerical support to the Community Development Director. The Community Development Administrative Assistant serves as the general office manager and is responsible for assisting applicants, processing development applications, scheduling meetings, hearings, and inspections, and coordinating distribution of correspondence and materials.

Generally, this position will work between 20-25 hours per week. Hours may also be reduced during periods of low volume (November-February), peak activity volumes are anticipated between March-October.

City of Mason:

More than any other criteria, the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:**
We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:**
The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:**
We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.
- **Our Culture:**
 - **One City:** No job, task, or employee is more important than another.
 - **Whole Person:** We must balance life outside of work and prioritize professional development to ensure that we are in the best position to implement our jobs.
 - **Solution Mindset:** All levels have to be empowered problem solvers to serve the customer and the City effectively.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Interact with the public in a positive manner that inspires confidence in the city.
2. Provide administrative/clerical assistance as directed to support the Director, Building Official, and Code Enforcement/Community Resource Officer.
3. Provide information to applicants and general public seeking general information about the process for obtaining zoning and building permits.
4. Receive applications for permits and review for completeness; inform applicants if additional information is needed.
5. Coordinate preparation and distribution of packets before board and commission meetings; ensure packets are distributed in a timely fashion.
6. Notice public meetings and hearings as coordinated by the Director.
7. Mail board decisions to applicants and other parties as determined by the Director.
8. Serve as the recording secretary to the various boards and commissions served by the department including but not limited to the Planning Commission, Zoning Board of Appeals, Building/Sign Board of Appeals, and Historic District Commission.
9. Prepare and maintain official files for various permits and development projects.
10. Receives and enters permit application information, coordinates permit reviews and inspections, tracks inspection results, and prepares certificates of occupancy, resolutions and related permit documentation.
11. Collect and process fees.
12. Assist the Director with recording decisions with the City Clerk.
13. May serve as acting Zoning Administrator if duly appointed by the Director.
14. Perform other duties as assigned by the Director.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities to perform the job.

- Ability to work independently and with direction.
- Ability to attend evening meetings periodically.
- Enthusiasm for working with the public and in a team-oriented environment.
- Knowledge of community affairs, local committees and organizations.
- Ability to operate equipment found in a typical office setting, such as computers, copiers, fax machines, etc.
- Strong verbal and written communication skills.
- Must be comfortable with basic computer skills such as word processing, spreadsheets, use of email, etc.
- Ability to accept constructive criticism and work well with others.
- Exceptional attention to detail and organizational skills.

Required Education, Training and Experience:

- High School education or equivalency required, paralegal certificate or college degree preferred.
- Must be proficient in Microsoft Outlook, Word, and Excel. Experience with Adobe Acrobat, Powerpoint, and/or BS&A Software helpful.
- Ability to perform basic reading, writing and math skills required.
- Prior experience in office environment or in administrative/ clerical position preferred. Prior experience in local government, law, construction administration, land use planning/zoning helpful

Physical and Mental Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.