

**Job:** **Building Department Administrative Assistant**

**Department:** **Building Department**

**Pay Rate:** **Grade 14 Step 1 \$14.46**

**Hours:** **Day Hours (occasional overtime)**

**Summary:**

Administrative Assistant is responsible for providing administrative and secretarial support to the Building/Code Enforcement Officer; including but not limited to greeting the public and answering the telephone; issuance of permits; work orders and business licenses; maintaining files; and issuing correspondence. Reports directly to the Building Official.

**Primary Responsibility:**

- Perform administrative work in any respect of public administration; process permits, work orders, business license and collect fees for permits and utility taps
- Administrative details including documentation and record keeping
- Responsible for administrative support for the Planning Commission, Board of Appeals and the Board of Adjustments
- Monitor progress of ongoing and special projects
- Independently compose letters and memoranda
- Greet public and answer the telephone, assist public with issues, questions or concerns
- Maintain accurate records and Building Department files
- Prepare and organize documents for meetings
- Compose detailed minutes
- Compose professional letters
- Record complaints and ensure that the appropriate actions are taken to resolve the issue
- Schedule meetings and inspections
- Collaborate with various City departments
- Evaluate figures and determine amounts owed for taxes and licenses
- Perform other job related duties as assigned
- Assist the Business Licensing and Tax Department daily by issuing business licenses and collecting tax fees
- Issue Certificates of Solicitation
- Manage Code Enforcement and contact property owners to notify of any issues
- Manage time sensitive deadlines for enforcement notifications
- Perform other job related duties as assigned
- Issue Grease Trap Permits and collect fees

**Job Requirements:**

Must have Associate's Degree in General Business, or related field or equivalent work experience; Bachelor's degree preferred. At least 2 years of administrative work experience. Must be willing and able to become a notary public. Outstanding customer service skills, punctual (daily), courteous, ability to multi-task meet deadlines and work efficiently and independently without direct supervision. Must have good organizational and time management skills. Must have good computer skills, Microsoft Windows, word and excel. Must have good communication skills in expressing ideas clearly and concisely and good phone etiquette. Must have a positive attitude, be high energy and focus driven. Ability to plan and organize. Ability to maintain confidential files in a timely, efficient and orderly fashion. Ability to establish and maintain effective working relationship with the general public, elected officials, department heads and local business community. Well-developed written and verbal communication skills. Experience answering a multi-line telephone system. A successful candidate will be self-motivated, organized and detail-oriented with an ability to multitask while working in a fast-paced environment. This position requires a lot of teamwork.

**Posting Dates: 2/10/2017 – 2/16/2017**

City Employees interested in this position should contact Tammy Walker at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements. External applicants can come to City Hall to fill out an application.

**City of Alexander City is an Equal Opportunity Employer**