



# CITY OF SEDALIA, MISSOURI

## Job Description

<b>Job Title:</b>	ADMINISTRATIVE ASSISTANT		
Department:	Community Development		
Supervisor:	Chief Building Official		
Date:	February 2012	Position No.	CE/5
FLSA Status:	Non-Exempt	Random Substance Testing:	N

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### Job Summary:

This position is responsible for performing technical and administrative duties in the processing of building permits and in support of office operations.

### Job Scope:

The purpose of this position is to provide secretarial support to the department. Successful performance helps ensure efficient office operations.

### Essential Duties and Responsibilities:

1. Greets visitors; assists contractors and members of the general public at the counter; directs questions, complaints, or concerns to appropriate person.
2. Supports Director of Community Development and Building Official, as well as general support to others in the Department.
3. Compiles data and prepares the department monthly report pertaining to permits issued; adds the monthly activity sheet for review by City Council.
4. Answers the office telephone; screens and routes calls.
5. Issues permits; contacts contractors with monthly fee permit totals.
6. Provides administrative and secretarial support to the Planning and Zoning Commission, Developmental Review Commission, Central Business Cultural District, Board of Adjustments, and Plumbers Examining Board; explains zoning and variance procedures and appeals to property owners; schedules meetings and compiles meeting packets; prepares public hearing notices for publication; attends meetings and records minutes; maintains files; prepares annual summary for Council review.
7. Drafts forms and correspondence for department staff.
8. Occasionally attends City Council or other meetings
9. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. Prefer Associates Degree in secretarial science, business or related field
3. 2 years experience in office environments or other administrative work
4. Knowledge of municipal government practices preferred
5. Proficient with all products in the Microsoft Office suite
6. Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of modern office practices and procedures.
2. Knowledge of Excel, Word or similar spreadsheet and word processing programs required.
3. Knowledge of city ordinances and building codes.
4. Knowledge of city and department policies and procedures.
5. Skill in using a computer and standard office equipment.
6. Skill in oral and written communication.

**Guidelines:**

1. City codes and ordinances, international building codes
2. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related technical and secretarial duties. Frequent interruptions contribute to the complexity of the work.

**Principal Working Relationships:**

1. Contacts are typically with co-workers, contractors, surveyors, architects, elected officials, other city employees, homeowners, real estate agents, vendors, and the general public.
2. Court personnel, Staff, City Council Members and other City Officials.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

None.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings may be required.