

TOWNSHIP OF MOON

JOB DESCRIPTION

DEPARTMENT: COMMUNITY DEVELOPMENT
JOB TITLE: COMMUNITY DEVELOPMENT ADMINISTRATIVE ASSISTANT
IMMEDIATE
SUPERVISOR: ASST. MANAGER/PLANNING DIRECTOR
DATE: OCTOBER 1, 2018

PRIMARY FUNCTION:

This position involves exacting professional administrative work in conjunction with the Community Development Department, involving frequent detailed duties of wide and varied scope. This position is required to attend evening meetings to record minutes. The work requires the incumbent to exercise mature judgment and discretion as well as the application of knowledge of municipal organizations, their operational procedures and limitations in meeting a wide range of problems, involving continual public and interdepartmental relations, in preparing correspondence, in furnishing information, and in receiving complaints.

Supervision and guidance varies from following standard, well-defined, established procedures in the performance of administration or clerical tasks to very general instructions in the performance of complex administrative duties.

WORK PERFORMED:

1. Prepares via typing or other format all manner of Township documents including letters, forms, reports, memoranda, applications, agendas, minutes, materials as needed for the department and other township employees as required.
2. Works independently and with diplomacy and tact in meeting the public and in performing public duties, such as answering the telephone, recording messages, screening and directing visitors to the appropriate office or building, hearing complaints or requests, relationships, and securing and furnishing other information.
3. Attends public meetings as required by the Planning Director to take accurate minutes.
4. Coordinates and expedites directives in the conduct of official business.

ADMINISTRATIVE ASSISTANT TO COMMUNITY DEVELOPMENT (cont.)

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5. Maintains various records of all types by ensuring they are properly filed, indexed and up to date; removes materials from files upon request, and keeps records of the movement of file materials.
6. Assist is scanning documents and organizing files on the server.
7. Composes correspondence, interoffice forms and related papers in accordance with standard policies.
8. Process permits and schedule inspections for the Building Inspector and Code Enforcement Officer.
9. Prepare Lien Letters for the township.
10. Enter permit data and process permits using the department's permitting software.
11. Reviews forms and documents for accuracy and completeness.
12. Receives, sorts, stamps and distributes mail.
13. Coordinates the proper distribution and disposition of notices, memoranda, directives and related materials.
14. Collects service, license and other fees due the Township and issues proper receipts.
15. Operates computer and all other related office equipment.
16. Ability to utilize basic office software packages.
17. Establishes and maintains effective working relationships with other employees and the public.
18. Makes decisions on minor administrative matters in keeping with direction of Township management.
19. Makes photo copies of various materials as requested.
20. Sets up and prepares public meeting rooms as necessary.
21. Performs any other duties or functions as assigned from time to time by Township Management.

REQUIRED TRAINING, EXPERIENCE AND SKILLS:

1. Graduation from high school and 5 years' experience administrative assistant / clerical or any equivalent combination of education and experience, which demonstrates effective communication skills, computer fluency, accurate record keeping and strong commitment to public service.
2. Ability to develop knowledge of the operations, functions, and scope of authority of Township departments as related to the handling and disposition of complaints and requests for information.
3. Ability to exercise good customer service skills and tact when dealing with the public in person and by telephone.
4. Ability to record and transcribe meeting minutes quickly and accurately.
5. Ability to maintain high level of confidentiality in work assignments.
6. Ability to make minor decisions in accordance with established precedents and departmental policies.
7. Ability to establish and maintain effective working relationships with other employees and the public.
8. Ability to operate standard office equipment and perform clerical operations rapidly, accurately and independently.
9. Ability to maintain complex clerical records and files and to prepare reports from records and files.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:

1. Operate a variety of standard office equipment, including a personal computer that requires a continuous and repetitive eye, arm and hand movement.
2. Employee is regularly required to sit at a desk and in meetings for long periods of times of up to 2 to 4 hours or more.
3. Tasks may occasionally entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting objects between 5-25lbs.
4. Employee is regularly required to talk or hear, in person, in meetings and by telephone.

5. Common eye, hand and finger dexterity is required for most essential functions.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Incumbent _____ Date _____