



**TITLE: Administrative Assistant II**  
**PG: GK**  
**DEPARTMENT: Codes**  
**REPORTS TO: Building, Electrical, and Gas Codes Official**  
**REVISION DATE: JULY 2022**

**PURPOSE OF POSITION:**

The purpose of this position is to perform administrative work assisting the Building Official and Codes Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Assists the Building Official with preparation, meeting schedules and correspondence; provides clerical and administrative support; prepares and maintains detailed records and files.
2. Receives calls for the Building Official and ascertains nature of business.
3. Answers questions and responds to inquiries or complaints on departmental operations, policies and procedures.
4. Assists with meeting preparation, coordinates ordinance and resolutions.
5. Attends meetings of Council and committees if required.
6. Prepares minutes of meetings, prepares files and forwards action needs to Building Official and staff.
7. Assists with budget preparation.
8. Undertakes special projects as assigned by the Building Official.
9. Maintains calendar, schedules appointments, responds to invitations and schedules interviews.
10. Coordinates building maintenance and repair of vehicles.
11. Coordinates meetings and schedules meeting rooms.
12. Reviews accounts payable.
13. Prepares reports as required by the Building Official.
14. Maintains various files and records; maintain data base.
15. Transcribes correspondence, composes routine correspondence, and types a variety of reports and materials.
16. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma/equivalent.
- Associates degree in administrative assistant or related field.
- Bachelor's degree is preferred.
- Must have five (5) years' recent work experience in clerical/office work, preferably working directly with executive level positions.
- Must have a valid driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of standard office practices, procedures, equipment and secretarial techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, or other department heads and governmental officials.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Works in an office setting, in generally comfortable conditions.

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***In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***