



Position Description

Position Title: Building and Development Administrative Assistant	Department: Building and Development
Reports to: City Planner	Supervises: 0
FLSA Status: Non-Exempt	Dates Revised: 05/2019
Grade: 12	On Call/Response Time: No

Job Summary

The building and development administrative assistant will perform administrative and technical duties which include customer service, written reports, record-keeping, public relations, correspondence, communications, and clerical work for the City of Spearfish. The administrative assistant will work in a professional office environment.

Essential Functions

The building and development administrative assistant:

1. Will be required to have a physical presence and regular and reliable attendance.
2. Serves as the first point of contact for members of the public with approximately 60 percent being by phone and 40 percent in person; directs public inquiries to their intended destination and provides back up to other administrative assistants on an as-needed basis.
3. Works closely with several governmental departments, officials, committees and entities, as well as the general public on wide variety of large and small projects and day-to-day tasks. Such daily contact will call for strong and professional communication skills, including tact, discretion and diplomacy
4. This position includes the following specific functions within the area of emphasis noted on the position title:

City engineering – perform the following tasks in support of the city’s capital projects, requests for proposals, and projects requiring sealed bids:

- Prepare, print, and distribute project bid booklets which include the notice to bidders, bid form, bid bond, construction contract, general provisions, special conditions, technical specifications and construction plans.
- Schedule pre-bid, bid opening, and pre-construction meetings and attend as necessary.
- Prepare and distribute related bidding documents including but not limited to: correspondence, addendums, legal notices to the newspaper, contracts, notices of award, notices to proceed, and change orders.
- Coordinate with successful bidders to obtain bid, performance, payment, and warranty bonds.
- Obtain pertinent signatures from city officials and bidder/contractors on all paperwork.
- Assign project numbers, review and code project invoices for accounting processing.
- Keep up to date on South Dakota bid laws to ensure the city complies with the laws.

Building department – perform the following tasks in support of the city’s building permitting and inspection services:

- Review building permit applications and ensure information provided complies with established checklists.
- Create and publish monthly and annual building permit data.
- Issue minor building permits for fences, sheds, decks, garages, and similar simple applications.
- Prepare building permit documents and certificates of occupancy.
- Assign street addresses, including street names, numbers and locations for Emergency 911 access; coordinate with city and county officials, and property owners as applicable.

- Organize and reconcile building permits with funds collected for the same.

Planning & zoning – perform the following tasks in support of the city’s planning and zoning services:

- Coordinates contractor licensing process and documents and issues completed licenses to contractors.
- Prepares notices related to planning and zoning matters for both newspaper publishing and citizen notice purposes.
- Tracks the status of various documents through the review and approval process.
- Prepares planning commission agendas and minutes.
- Distributes the planning commission packet both electronically (website and email) and hard copy.
- Organize and reconcile contractor license records with funds collected for the same.
- Secure and reconcile funds for variety of documents and services.

Organizational Responsibilities

- Applies high ethical standards, at all times.
- Shows attention to detail and completes assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, confidentiality, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required trainings as identified by the supervisor.

Knowledge, Skills and Abilities to Start

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Possess skills that fully implement the organizational responsibilities.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands in an organized fashion.
- General bookkeeping knowledge.
- Ability to obtain Building Permit Technician Certification.
- General understanding of the construction process.
- Proficiency with computers and office equipment. Knowledge of Microsoft Office software applications (Word, Excel, e-mail, Internet, Power Point, Publisher, and Adobe applications), and other comparable programs.
- General understanding of how to open and navigate digital map applications.

Minimum Qualifications

- Graduation from an accredited college or university with an associate’s degree in a related field and at least two (2) years of experience in varied office work or a high school diploma or GED certificate and a minimum of four (4) years of experience in varied office work or any such combination of education/experience as may be acceptable to the hiring authority.
- Ability to be bonded and a city notary.
- Must possess and maintain a valid driver's license with an insurable driving history.

Working Conditions

- **Hours:** Forty (40) hours per week; more as situations may demand. The building and development administrative assistant should be willing and able to work a flexible schedule in order to provide a continuous staff presence during the hours of department operation.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The

city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the city may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____

Date: _____

Department Head: _____

Date: _____