CITY OF SANTA FE
JOB OPPORTUNITY

JOB TITLE: Administrative Assistant **WAGE:** $14.35/hr.
REPORTS TO: Community Services Director
APPLICATION DEADLINE: September 20, 2017, or until filled

JOB SUMMARY: Under general direction, performs work related to the issuance of all permits and the maintenance of permit records; assists with administration of zoning regulations; assists with administration of code enforcement; performs receptionist functions; and does related work as required.

ESSENTIAL JOB FUNCTIONS:

Prepares and types letters and other correspondence efficiently and accurately; sorts and files in four drawer file cabinet and in boxes, alphabetically and numerically, and maintains records and files; reads, writes, and converses in the English language; communicates effectively, courteously, and clearly with other employees and the public, in writing, by telephone, or in person;

Greets and assists customers with general questions and those inquiries relating to permits, requiring knowledge of permitting policies and procedures; assists with administration of zoning regulations, such as verification of proper zone prior to issuance of a permit; issues permits; receives and writes inspection requests;

Processes applications for changes in zoning requirements; assists with preparation of agenda and agenda packets and posts agendas for all meetings of the Planning and Zoning Commission, Zoning Board of Adjustments and Building Standards Committee; attends meetings of the Planning and Zoning Commission, Zoning Board of Adjustments and Building Standards Committee and prepares minutes of meetings;

Prepares, mails, and maintains letters regarding code enforcement activity and updates and maintains code enforcement files; keeps records relating to departmental activities;

Accepts and receipts monies; balances cash; answers incoming telephone calls and writes messages; operates various types of standard office equipment, such as telephones,
typewriters, copiers, computers, adding machines, facsimile machines, etc.;

Processes, sorts, and distributes incoming and outgoing mail; performs work efficiently and accurately; concentrates on assigned tasks through many distractions; attends training schools and seminars and other city-related events which may require travel, occasionally overnight; performs other assigned duties as required; and able to move about the office and building.

OTHER JOB FUNCTIONS:

Carries, drags, lifts, pulls, and pushes supplies, computer paper, cartons of computer ribbon, etc. weighing up to 30 pounds; loads printer, copier, fax machine, etc. with paper; replaces typewriter and computer ribbons; stoops, squats, kneels, climbs and stretches to reach areas of the work site for retrieval of supplies and records, routine cleaning, and inspection; performs janitorial functions as necessary; and some exposure to dust, odor, electrical, and mechanical hazards, using proper safety precautions.

REQUIRED EDUCATION. DEGREES. CERTIFICATES. AND LICENSE:

High school graduate or equivalent; and ability to obtain appointment as notary public.

EXPERIENCE. TRAINING. KNOWLEDGE. AND SKILLS:

Experience in general office work; municipal experience preferred; ability to handle cash; skilled in the operation and maintenance of a number of office machines and equipment such as computers, typewriters, copiers, telephones and facsimile machines; skilled in filing, typing, and word processing; ability to read, understand, and interpret written laws and regulations; knowledge of English language, including proper usage, grammar, spelling, and punctuation; ability to perform a variety of tasks, often changing quickly from one task to another without loss of efficiency and composure; good organizational skills; ability to use tact and diplomacy; ability to establish and maintain an effective working relationship and to communicate with departmental personnel, other city employees, and the public; and ability to work without constant supervision.

BENEFITS: The City offers competitive benefits, including vacation, sick leave, retirement plan, and medical insurance.

HOW TO APPLY: Submit application to the City of Santa Fe, 12002 Hwy. 6, P. O. Box 950, Santa Fe, TX 77510-0950, or diana@ci.santa-fe.tx.us, or fax 409-316-1941.