

Position: Administrative Services Coordinator – Department of Public Works

Position Classification: Part-time

Hours per Week: 29 hours weekly

Salary Range: \$12.00 -\$15.00 hourly

Position Summary:

Position is responsible for providing administrative support to the Department of Public Works. Support functions typically entail file maintenance, preparation of correspondence, reports, meeting minutes, and other special projects as may be assigned by management from time to time. Position will act as liaison between the department and external parties as well as other departments.

Position Responsibilities:

Directs calls, service requests or complaints to the appropriate staff.

Oversees and monitors the department's various resource accounts and the distribution, to the appropriate staff, of all requests and/or complaints received therein.

Provide reviews of proofreading, standardized formatting and other preparation of documents as needed.

Creates, organizes and maintains project files as needed.

Provides clerical assistance for maintaining inspection schedules.

Provides administrative support for the timely servicing of in-person customers as needed.

Prepares correspondence.

Assists with gathering and directing public information requests.

Accurately logs and responds to inquiries from citizens and provides information as appropriate.

Accepts and distributes mail to department.

Communicates with intra-departmental staff to obtain additional information where necessary.

Assists with review and permit issuance for work requiring a permit to ensure compliance with all applicable laws, codes, ordinances and procedures.

Ability to exercise independent judgment in the performance of their duties and receive minimal supervision from Director.

May be required to provide support for special projects as requested.

This list of duties is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Qualifications:

High school diploma or equivalent with at least five (5) years' work experience in one or more of the following areas: office management; administrative services; zoning inspections, property maintenance inspections; building inspections; public safety; criminal justice; corrections; probation; architecture; drafting; construction management; real estate; property management; urban planning or development; building trades or permits; geographic information systems (GIS); database management; environmental science; paralegal; public administration; human resources; and code enforcement. Preference will be given to the candidate who has strong written and oral communication skills, has knowledge of computer applications and office equipment, and has prior experience in management. A bilingual candidate is desired, but not required. Effective communications, both oral and written, ability to stay organized and keep accurate records, and basic computer skills are required. Applicant must possess a valid state-issued driver's license. Successful applicant may be required to assist with other areas or projects within the department as assigned by management.

Working Conditions:

Work is performed in a standard office environment.