

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Building Administrative Assistant

REPORTS TO: Building Official

DEPARTMENT/DIVISION: Community Development/ Building

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification provides highly skilled clerical support to the Building Official and Building Division staff. The Building Administrative Assistant must perform a variety of administrative office duties with minimal supervision, and must possess the ability to prioritize work, with an emphasis on multi-tasking. The Building Administrative Assistant position represents a key role in the daily operation of a state-certified Building Division. The individual in this classification will be directly responsible for accepting building plans and specifications and ensuring that all documents required are submitted to or have been received by the Building Division. Work is performed under the general supervision of the Building Official.

ESSENTIAL JOB FUNCTIONS:

Performs a wide variety of complex and confidential clerical tasks for Building Division staff and assist all Community Development Department staff as needed.

Schedules and coordinates appointment calendars for Building Division employees.

Drafts professional correspondence responding to sensitive requests for information and assistance.

Coordinates the flow of paperwork, including periodic and special reports within the Building Division, as well as between the Community Development Divisions and various City, County and State departments including the Ohio Board of Building Standards, Ohio Construction Industry Licensing Board and other similar government agencies.

Reviews and delivers incoming mail and correspondence for Building Division staff.

Maintains regular and consistent attendance.

Assumes specific authority as assigned by the Building Official.

Projects maturity and professionalism when relaying information, instructions and directions on behalf of the Community Development Department staff.

Demonstrates continuous efforts to improve operations, decrease turnaround times and streamline work processes.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable clerical experience, including familiarity with various computer applications and programs.

High School diploma or GED, preferably supplemented by business school or college courses in computer and general office skills, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

Certifications:

Must possess at time of hire, or be willing to acquire within a prescribed length of time, an International Code Council certificate as a Permit Technician.

QUALIFICATIONS:**Knowledge of:**

- Office terminology, procedures and protocols, office equipment, general business arithmetic, proper grammar, statistic gathering/reporting of Departmental activities; and
- Building enforcement terminology, operating procedures and policies.

Skilled in:

- Use of computers and various computer applications; and
- Maintaining complex administrative records and preparing reports from such records.

Ability to:

- Understand and follow complex oral and written instructions;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Read and write reports, correspondence, instructions and other business documents;
- Communicate effectively in writing or orally with co-workers, supervisor and the general public in person or over a telephone or radio; and
- Enter data into a terminal, personal computer or other keyboard entry point, and be able to produce written documents with clearly organized thought, proper sentence structure, punctuation and grammar.

PHYSICAL DEMANDS:

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the day at a desk or computer station with much of that time spent on the telephone. This will include a high incidence of interaction with citizens of the City, governmental officials and other municipal employees, occasionally under stressful conditions. The Building Administrative Assistant must occasionally attend mandatory and other work-related seminars or instructional classes for the maintenance of certifications held, and for the direct benefit of the Department.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Typewriter, personal computer, fax machine, voice and other communication systems, copy machines, scanners, calculator and other commonly used office equipment.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____