

**CITY OF BELLE PLAINE
POSITION DESCRIPTION**

OFFICE ASSISTANT

DEPARTMENT: Community Development
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Community Development Director
SUPERVISES: None

DEFINITION:

Under general supervision of the Community Development Director, the Office Assistant-Community Development performs a variety of receptionist, clerical, Community Development related tasks, secretarial tasks with minimal supervision while maintaining a high-level of customer service.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs essential front desk administrative duties including answering phone calls, routing phone calls, greeting customers, typing, photocopying, faxing, filing, organizing, processing burning permits and public park shelter reservations, etc.
- Assist in process of issuing permit, collecting fees, scheduling inspections and filing of permit documents.
- Assists Community Development Director and City Administrator with research and report preparation for Planning and Zoning Commission, Economic Development Authority, and Design Committee.
- Assists Community Development Director with updating of planning documents including the Comprehensive Plan and Design Manual.
- Assists in the rental license and inspection record keeping.
- Assists in processing housing and redevelopment related program applications.
- Assists in record-keeping relating to business listings.
- Schedules of building, rental and code enforcement inspections.
- Coordinates and creates the monthly City newsletter for publication.
- Updates and supports the local cable channel information.
- Maintains and updates the City website under direction.
- Maintains and coordinates continuity of City ‘brand’ including logos, color schemes, design documents, and place-making efforts.
- Assists in the coordination of Community Development sponsored events.
- Assists all departments with projects as necessary and schedule allows.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to communicate clearly and effectively.
- Ability to understand and carry out directions.
- Ability to accept responsibility.
- Ability to deal with a wide range of individual.
- Ability to maintain confidentiality as needed, tact.
- Ability to establish and maintain effective working relationships with elected officials, City employees, and the general public.

- Knowledge of office procedures, filing systems and record keeping procedures.
- Knowledge of modern computer software systems, specifically Microsoft Office.
- Ability to operate modern office equipment.
- Ability to make basic arithmetic computations with speed and accuracy.

MINIMUM QUALIFICATIONS:

- High school degree or equivalent.
- 1 - 3 years customer service, receptionist, or clerical related experience.
- Demonstrated skills and ability with both oral and written communications.

PREFERRED QUALIFICATIONS:

- Customer Service, General Office, or Receptionist coursework or continuing education classes.
- Experience working in the public sector environment, preferably within Community Development.
- Experience with issuing building permits.
- Experience with website design and/or maintenance
- Knowledge of design and/or editing software programs.
- Experience providing excellent, respectful assistance to people from diverse racial, ethnic, and socioeconomic backgrounds and diverse life experiences. Ability to deescalate situation involving angry or frustrated people.

CONDITIONS OF EMPLOYMENT:

- Valid Minnesota Driver's License (if applicable).
- Meet background check requirements.
- Ability to pass Drug and Alcohol testing requirements.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Speak, read, write, and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40. Ability to use close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision.
- In an eight (8) hour day, sit for up to eight (8) hours and/or stand for up to eight (8) hours.
- Occasionally reach above shoulder level.
- Ability to use sense of touch and to use hands for simple grasping and fine manipulation.
- Ability to perform repetitive motions of the hands and wrists for up to eight (8) hours.
- Ability to operate computer keyboard for up to eight (8) hours.
- Occasionally lift and carry up to thirty (30) pounds.
- Occasionally bend, stoop, squat, crouch, kneel and/or balance.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Belle Plaine.

Employee Signature

Printed Name

Date