

VILLAGE OF MONTGOMERY POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant
DEPARTMENT: Community Development
FLSA STATUS: Non-exempt
JOB GRADE: 3

NATURE OF WORK

This position is responsible for providing administrative support to Community Development staff including but not limited to building, planning and code enforcement activities. The Administrative Assistant executes critical administrative functions to support timely and accurate permit processing. Work involves extensive contact with the public and requires effective coordination with other Village departments and government agencies. It requires providing a courteous customer experience. Work requires the exercise of considerable judgment, initiative, and discretion based on knowledge of departmental policies and procedures. Duties include but are not limited to: customer service, database system maintenance and training, reporting, permitting, scheduling, typing, filing, preparation of agenda packets, taking meeting minutes and reception and telephone duties.

SUPERVISION

Work is performed under the direction of the Director of Community Development.

ESSENTIAL JOB FUNCTIONS

Prepare, type, word process and proofread a variety of documents including general correspondence, agendas, reports, memoranda and statistical charts from rough drafts, electronic recordings, or verbal instruction.

Perform a wide variety of general clerical work including the maintenance of accurate and detailed logs and records; verify accuracy of information, research discrepancies and record information.

Responsible for Publishing all Legal Notices and Public Hearing Notices related to Community Development.

Assists in preparing packets for Planning and Zoning, MDF, TIF JRB meetings, posting agendas; attends meetings; takes and transcribes minutes.

Processes building permit and contractor registration applications.

Receives plans and other construction documents for review and ensures that applications are complete and ready to process, and routes plans to appropriate staff for approval.

Verifies licenses and insurances needed for contractor registrations. Sends renewal letters annually.

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Records permit information into permitting software database (LAMA) and maintains electronic file of property information.

Tracks, monitors, and provides information regarding the status of building permits, plan checks, code enforcement and related issues to other departments and to the public.

Calculates fees for the issuance of building permits and establishes online payment records.

Processes payments and refund requests as needed.

Performs research on issues related to building permits and code enforcement.

Develops and provides reports relating to the department's activity for the Assessor's Office and appointed and elected officials.

Communicates effectively with applicants when missing required information or applicants have inquiries about the status of a permit.

Issues building permits for approved plans and certificates of occupancy for completed projects.

Assists and responds to customers via telephone, email and in person in a prompt and courteous manner.

Interpret and explain Village policies and procedures related to the building permit process.

Confers with staff to resolve procedural problems in tracing sources of error.

Provides a variety of technical information to architects, contractors, and homeowners regarding permitting, building code requirements and ordinances.

Schedules appointments and inspections for department staff and maintains their respective schedules.

Maintains and organizes department filing system. Responsible for responding to Freedom of Information requests and maintaining department records in accordance with Village and State archiving policies and regulations.

Reads and translates flood zone maps, zoning map and Sidwell maps.

Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for employee activities, permits or related records; prepare statistical reports as required.

Compile information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data.

Updates Community Development items on website as needed.

Coordinates the process for the issuance of Liquor Licenses and Solicitor Permits.

Records documents with the Kane and Kendall County Recorders offices.

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Maintains Letters of Credit and Bonds for development projects.

Maintains a file of Certificates of Insurance received by the Village.

Complies with all personal safety rules and regulations, both written and verbal, as instructed by the supervisor and the Village of Montgomery.

OTHER JOB FUNCTIONS

Assist in a variety of department operations; perform special projects and assignments as requested.

Performs related work as required.

Provides coverage for other clerical employees and assists other departments in order to secure adequate staffing for the Village.

Serves as staff liaison to the Village's Historic Preservation Commission and assists with the coordination of activities and volunteers for the Commission.

Serves as a Village registrar and Notary.

Assists with the scheduling and preparation of various community events including Senior Citizen programming, Community Garage Sales, Concerts in the Park, Tree Lighting/Festival of Trees, Montgomery Fest, battery collection, and other events as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED), with advanced or specialized secretarial or administrative training, Associates Degree in office management, business, or closely related field preferred. Two years' experience in administrative, secretarial, or clerical work preferably in a municipal or construction office setting; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Communicate clearly and concisely, both orally and in writing.

Strong interpersonal skills and the ability to deal effectively in a team environment and the ability to establish and maintain effective working relationships with a diverse group of individuals including supervisors, co-workers, and the public.

Proficient with Word, Excel Outlook, and Adobe Acrobat. The ability to quickly learn new software.

Perform routine mathematical calculations.

Ability to read, understand and interpret manuals, ordinances, written policies and procedures, statutes, rules, regulations, memos, letters, reports, and legal documents, as well as the ability to read maps, including zoning, flood plain and Sidwell maps.

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Knowledge of Building Department operations, construction, and permit issuance.

Some knowledge and understanding of the operations, functions, and scope of various Village departments.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes.

Ability to compose and prepare effective correspondence.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms unique to the Building Department.

NECESSARY SPECIAL REQUIREMENTS

Ability to obtain the Permit Technician Certification as offered through the International Code Council (ICC) within 24 months employment and must maintain it as a condition of employment.

Attendance at evening meetings and events outside of regular business hours is occasionally required.

PHYSICAL DEMANDS

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, bend, and crouch while making field inspections of work in progress on a variety of development sites, properties, and buildings in the Village. The employee must frequently lift and/or move up to 20 pounds and occasionally 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and prolonged visual concentration.

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