

FLSA: NON EXEMPT
WC/CODE: 8810

**CITY OF WHARTON
BUILDING OFFICIAL ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of highly responsible, confidential and complex secretarial and administrative duties for the Building Official; to act as a liaison between Code Enforcement, the Fire Department and other city departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official.

Exercises no supervision.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities:

- . Perform administrative and clerical work for the Building Official; perform duties related to issuance of permits, building inspections, filing, scheduling appointments, and processing employee timesheets for payroll.
- . Organize and maintain a records management program for the code enforcement and building inspection activities.
- . Participate and assist in the administration of the Building Official's activities; prepare comprehensive administrative reports, and manuals.
- . Answer questions and provide information to city staff and the public regarding issuance of permits, building inspection procedures and policies; refer inquiries as appropriate.
- . Screen office and telephone callers; maintain schedules of office activities, meetings and various events; coordinate activities with other city departments, the public and outside agencies.

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- . Independently compose, compile and prepare correspondence, reports and related documents as assigned.
 - . Type and proofread a wide variety of complex reports, letters, ordinances, contracts, financial data, memoranda and statistical charts.
 - . Issue building, electrical, mechanical, flood development, and plumbing permits; maintain records of permits; responsible for monitoring the status of outstanding permits.
 - . Maintain contract compliance and records management for fats, oil, grease (F.O.G.) program.
 - . Disseminate information, answer questions and maintain a records management for backflow testing and certifications.
 - . Attend Planning Commission, Electrical and Plumbing and Mechanical meetings and prepare minutes.
 - . Prepare, post and disseminate meeting notices, agendas, and supporting documentation for Planning Commission and Mayor's Committee on People with Disabilities meetings. Provide legal notification and publication. Prepare meeting minutes, compose, compile, prepare and type a variety of documents including general correspondence, notices, and reports.
 - . Receive, sort and distribute incoming and outgoing correspondence.
- Assist in a variety of office operations; perform special projects and assignments as requested.
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 - . Order and maintain office supplies for the Building Official Department.
 - . Perform related duties and responsibilities as required.

Other important duties and responsibilities:

- . Provide support to the Public Information Officer, prepare press releases and respond to media inquiries based on research and interview with staff when the Public Information Officer is unavailable.

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QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and procedures of filing and record keeping.

Basic policies related to municipal codes and regulations.

English usage, spelling, grammar and punctuation.

Pertinent federal, state, and local laws, codes and regulations.

Principles and practices of general bookkeeping.

Basic mathematical principles.

Ability to:

Independently perform difficult administrative support services.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.

Independently prepare correspondence and memoranda.

Work independently in absence of supervision.

Operate and use modern office equipment including a computer.

Plan, organize and schedule office priorities.

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Ability to:

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment including computers*
- *communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *handling sensitive and potentially hostile inquiries.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible administrative and secretarial experience preferably within a municipality.

Training:

Equivalent to a high school diploma supplemented by specialized secretarial training.

License or Certificate:

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Possession of, or ability to obtain, an appropriate Notary Public Certificate in the State of Texas.

Possession of a valid driver's license issued by the State of Texas.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers; subject to high levels of public contact.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time; general manual dexterity; speak clearly to explain code related information.