



JOB DESCRIPTION

ORGANIZATION:	City of Lebanon	LOCATION:	Lebanon, OR
DEPARTMENT:	Community Development	DATE:	July 2021
JOB TITLE:	Community Development Assistant	JOB STATUS:	Non-Exempt
SALARY GRADE:	AFSCME Grade 5	FLSA Exempt:	No

PURPOSE OF POSITION: Provide customer service to both the public and City staff members in support of the operations of the Community Development Department (CDD) and Engineering Department.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training, and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Greet and assist visitors and answer telephone calls. Resolve problems and complaints or route to appropriate Department Director.
2. Research, interpret, and provide information from various resources, such as municipal code, development code, building code, maps, fee schedules, City charter, City processes and procedures.
3. Receive applications, complete intake process, and calculate fees in accordance with adopted fee schedules, and issue permits, licenses, and registrations.
4. Enter and verify data with regards to projects, permits, licenses and registrations.
5. Assist the public in evaluating application submittals for compliance with applicable regulations. Monitor land use applications through approval states, prepare public notices and related data as required. Maintain a database of information for planning purposes.
6. Maintain department contractor files and records in an easily retrievable manner. Review prequalification applications for licensing, insurance, and other requirements. Route to appropriate parties for approval and monitor expiration dates.
7. Research and assign cost account codes to invoices and prepare check requests, route to supervisor for approval.
8. Prepare letters of correspondence, notices, agendas, advertisements, flyers, informational handouts, brochures, reports, Power Point presentations, charts, and posters.
9. Provide administrative support for City meetings.
10. Update the content of the Building, Engineering, and Planning web pages.

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11. Archive Building, Engineering, and Planning files in compliance with Oregon record retention schedules.
12. Perform complex and routine technical and clerical duties; research, compile and analyze data for special projects and reports. Receive and process incoming mail and materials; prepare outgoing mail for delivery. Perform Notary duties. Maintain adequate inventory levels of supplies.
13. Develop and sustain positive, cooperative, team-oriented working relationship with supervisor, co-workers, and ancillary staff.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Equivalent to a high school diploma plus additional specialized training.
2. A minimum of two (2) years administrative experience or any combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the above duties

Licenses & Certificates:

1. Obtain Notary Public license for the State of Oregon within 3 months.

DESIRABLE QUALIFICATIONS:

1. Previous municipal government experience and/or construction office experience is desirable.
2. Associate's degree in a related field or an equivalent combination of education, experience, and vocational training in software system administration and database management, providing the knowledge, skills, and ability to perform the essential functions of this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Office procedures and practices, business math, spelling, grammar, business English, operation of a variety of office equipment, word processing and spreadsheet software, and recordkeeping procedures.
2. Experience with specific word processing, spreadsheet and other software programs utilized within the department is desirable.
3. Quality customer service practices.

Skill in:

1. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Providing outstanding customer service (internally and externally).
4. Proficient use of Microsoft Office and applicable specialized software.
5. Follow and support directives from management.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.

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2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Develop or negotiate effective solutions to complex problems.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is required to sit, stand, communicate, reach, and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials, typically weighing up to 5 pounds on a regular basis and infrequently weighing up to 25 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noise.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. Incumbent may provide training and orientation to newly assigned personnel on department policies, practices, and procedures.

SUPERVISION RECEIVED: Works under the direction of the Community Development Director in coordination with the Engineering Services Director.


Approved by City Manager

July 14, 2021
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