

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ASSISTANT—COMMUNITY DEVELOPMENT **CLASS CODE:** 32

REPORTS TO: Community Development Department Director **TYPE:** FBEO – Non-Exempt

*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.*

POSITION SUMMARY:

A full-time position, under the general direction of the Community Development Department Director. Performs a wide variety of clerical duties in support of City departments; responds to telephone inquiries, screens and directs calls and takes messages; greets visitors of the department; performs word processing and various other computer applications; prepares and maintains files, records and reports. Position also provides: 1) data collection and analysis for economic development activities; 2) support of code enforcement activities, which includes responding to telephone inquiries, completing site visits, preparing code enforcement letters, maintaining code complaint files; and 3) support for Community Development Block Grant Program, which includes preparing and maintaining applications, files, records and reports.

ESSENTIAL FUNCTIONS:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, driving, moving and servicing equipment such as copiers and FAX machines, answering telephone. Requires the ability to give and receive oral information; the ability to climb flights of stairs: good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours.

TYPICAL DUTIES AND RESPONSIBILITIES:

General Duties

- Greets telephone callers and visitors to the department; screens and responds to inquiries of a general or specific nature; takes messages; maintains calendars of meetings, appointments and deadlines. Responds to inquiries from the public, or directs to the appropriate responder.
- Processes planning permit, building permit and sign permit applications, forms and other materials constituting the department's paper flow and record keeping. Includes preparing and routing files to appropriate departments, maintaining filing system and updating hard copy and electronic records for all permits.
- Performs public noticing and posting requirements per Brown Act requirements.
- Coordinates and copies Planning Commission packets, attends Planning Commission meetings and prepares minutes of same.
- Prepares and issues notices, permit documents, and other documents administered by the department.
- Prepares and types correspondence, agendas, and minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Attends meetings of various committees for the purpose of preparing minutes, notes or other documentation of actions.

JOB TITLE: ADMINISTRATIVE ASSISTANT—COMMUNITY DEVELOPMENT

- Completes routine and creative graphic design activities, such as designs for flyers, maps, brochures, signs, etc. for a variety of department activities.
- Coordinates addressing with Postmaster, Assessor's office and Emergency Service Agencies.
- Takes and transcribes City Council meeting minutes in the absence of the City Clerk.
- Receives sorts and directs incoming department mail; prepares a wide variety of materials for individual and bulk mailings.
- Operates copier, fax and postage machines.
- Establishes and maintains files and file systems, both standard and computerized, of considerable volume and moderate complexity.

Grants

- Sets up and maintains program applicant files and assists with maintenance of grant files in accordance with specified regulations and as directed.
- Reviews program applications and performs follow up tasks to ensure all required information is received.
- Assists with grant related administration, file preparation and maintenance, application preparation, billing and invoicing.
- Maintains business development and loan program interest lists and appropriately responds to inquires both in person and over the phone.
- Prepares for public meetings, including developing flyers, ordering refreshments, setting up meeting rooms, procuring appropriate supplies for events, takes minutes, prepares a summary of proceedings, etc.

Code Enforcement

- Takes reports/complaints from the public and other City departments.
- Completes investigations, including researching relevant code sections, taking photos of violations, creating a file for violation.
- Prepares code enforcement letters, updating and maintain files, tracks violations, follows up on correspondence and communicates with appropriate departments.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Microsoft Office, PageMaker, CD Data (Assessor Records and Maps on CD-ROM), telephone, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter, printer, binding machine, shredder.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.
- Basic computational skills.

JOB TITLE: ADMINISTRATIVE ASSISTANT—COMMUNITY DEVELOPMENT

Ability to:

- Deal politely and effectively with the general public and co-workers.
- Follow complex procedures for a variety of processes.
- Organize and follow up on a variety of tasks in specific timeframes.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties requiring the use of independent judgment.
- Multi-task and prioritize work flow.
- Consistently meet deadlines.
- Compose and prepare correspondence.
- Establish and maintain filing systems.

DESIRABLE EXPERIENCE/EDUCATION:

High school graduate or GED; and three (3) years experience in office management or reporting to an executive. Experience in the day-to-day operations of local government. A college degree (B.A., B.S.) may be used to substitute for two years experience.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*
