



Job Description

Development Services Administrative Assistant

Pay Grade:

Revision Date: August 4, 2021

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Two (2) to three (3) years general office experience in clerical work

Minimum Education Requirements: High school diploma or GED

Department: Development Services

Direct Supervisor : Director of Development Services

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Works inside in an office setting.

Certification: Valid Texas Driver's License-Class C;

Job Summary : Under the supervision of the Director of Development Services, this position reviews building plans and permit applications for completeness and compliance with established codes, ordinances, policies, and procedures. Tasks are primarily administrative and include secretarial and clerical support; correspondence with internal and external departments; record keeping, data entry and database management; communication with contractors and the general public; and file management and coordination of permit activities and other related activities within the Development Services Department.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Process all Development Services Permits: Accepts all applications and inquiries for residential and commercial construction, documents plans appropriately, distributes plans to Plan Review, and issues permits.
- Process contractor's annual registration.
- Assist the Development Services Department by providing clerical support, preparing detailed reports on daily, and monthly permit applications, permit reviews, permits issued and other paperwork.
- Communicates Development Services code information to customers as needed.
- Demonstrates customer service leadership by providing customer assistance at the front desk, directing customers to appropriate information or staff members, and documenting department's customer service policies and procedures.
- Assists Development Services Department and regulatory agencies by performing code and records research and compiling data.
- Calculates fees based on established fee schedules, and monitors approval of plans by other regulatory agencies.
- Assists in the preparation and distribution of Planning and Zoning Commission Packets attends monthly Planning and Zoning Commission Meetings and records minutes.
- Maintain current building files and records.
- Schedule inspections performed by City Hall as needed.
- Type, file, conduct topic research, and perform clerical duties as assigned.
- Perform other related duties as assigned or required.

Knowledge, Skills, and Abilities (KSA 's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

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Knowledge

- City organization, operations, policies and procedures.
- Record keeping and file maintenance principles and procedures.
- Customer service standards and protocols.
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Skills

- Must have the ability to handle large sums of money.
- Must be able to operate personal computers and associated software programs.
- Skilled in handling cash.

Abilities

- Able to effectively communicate with a variety of individuals, both verbally and written. Assessing and prioritizing multiple tasks, projects and demands.

Physical Demands

The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fine Motor Skills: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- This position is slightly strenuous often requiring minimal physical exertion and/or lifting of light weight (<20 pounds).
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Speaking in order to be heard above ambient noise level.
- Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.



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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

Work Environment

- The noise level in the work environment is usually quiet.
- This position is located in a mild/non-hazardous working environment.
- The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Finance Signature

Date

Effective Date: