

**CITY OF LEXINGTON  
ADMINISTRATIVE ASSISTANT/PERMIT TECHNICIAN  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Administrative Assistant/Permit Technician</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Finance Director</b>
<b>COMPENSATION:</b>	<b>Per Council Approved Salary Schedule</b>
<b>CLASSIFICATION:</b>	<b>Regular - Full-time</b>
<b>PROBATIONARY PERIOD:</b>	<b>Six (6) months. Employer can extend the probationary period three (3) months.</b>

**PRIMARY OBJECTIVE OF POSITION:**

Performs secretarial and clerical work with primary responsibility for serving the residents and businesses of the community. Duties include, but not limited to, customer service; permitting; community communications (SCALA, newsletter and website); and provides administrative support to all departments.

**SUPERVISION RECEIVED:**

Individuals in this position work under the direction and guidance of the Finance Director. This position is expected to work independently with limited supervision.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

These examples are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

• **ADMINISTRATIVE:**

- Serves as receptionist for city hall: Directs incoming telephone and fax traffic; Greets and assists clients that need assistance at City Hall counter; Routes incoming mail.
- Maintains City paper filing system and ensures compliance with records retention policies and procedures as required by State and City policies. (State of Minnesota Retention Schedule).
- Maintains computer files as it relates to the position
- Assist City staff in clerical duties as assigned by the City Administrator or Finance Director.
- May be required to attend after hour meetings of Council, Commissions, etc. as assigned or needed.
- Serves as notary for City.
- Orders and maintains office supplies.

- Serves as back-up to the Deputy City Clerk in the area of Councils/Boards/Commissions.
- Assists with elections.
- Other duties/tasks/projects as assigned.
- **PERMITS/PROPERTY MAINTENANCE/RENTAL INSPECTION PROGRAM:**
  - Assists the public in completing forms and applications as they relate to building permits, property maintenance compliance and rental inspection program.
  - Ensures documents are complete before forwarding onto Building Official.
  - Serves as clerical and administrative support for Building Official.
- **COMMUNITY COMMUNICATIONS:**
  - Updates and maintains city's cable access station as needed/requested (SCALA).
  - Updates and maintains city's web page as needed/requested.
  - Assembles, edits, and distributes quarterly city newsletter.
  - Creates promotional materials for community events.
- **ADMINISTRATIVE SUPPORT – ALL DEPARTMENTS:**
  - Provides administrative support to all city departments in the preparation of memos, letters, and other correspondence.

#### **ORGANIZATIONAL RESPONSIBILITIES:**

- Promotes a positive working relationship with clear, and respectful communications with co-workers, citizens, businesses, commissions, boards, consultants and other political subdivisions.
- Fosters the representation of the City to external groups in ways which enhance the image of Lexington and serves the best interest of the City.
- Responds to public inquiries in a courteous manner providing information within the scope of knowledge or transfers/refers the inquiry to the City Administrator/designee.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative, but not all inclusive, of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Minimum Qualifications:**
  - High School Diploma or equivalent.
  - Post high school education or 2 years progressively responsible experience.
  - Experience with Microsoft Office software applications, i.e. Word, Excel, Access, Publisher, and Power Point.
- **Desired Qualifications:**
  - Two (2) or more years municipal experience.
  - Training or two (2) years experience with State of Minnesota Retention Schedules.
  - Experience with elections and/or permit software.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- **General:**
  - Must have a valid driver's license and be able to drive a car.
  - Ability to communicate tactfully, effectively and professionally with everyone.
  - Ability to use and operate standard office equipment.
  - Ability to quickly grasp a wide area of topics.
  - Ability to prioritize and to manage multiple projects concurrently
  - Ability to maintain complete and accurate paper and electronic records.
  
- **Mathematical Skills:**
  - Ability to complete computations using whole numbers, fractions and decimals.
  
- **Reasoning Ability:**
  - Ability to apply common sense understanding to carry out detailed written and/or verbal instructions.
  - Ability to deal with problems involving many different situations or escalate to appropriate management staff.
  - Employee must also possess ability to appropriately handle confidential materials
  
- **Language Skills:**
  - Ability to read and comprehend detailed instructions, short correspondence, and detailed memos.
  - Ability to communicate professionally with the general public, other employees and supervisors.

## **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to sit and talk and/or hear, use hands, handle or operate objects, tools or controls, and reach with hands and arms. The employee is frequently (15%) required to walk and occasionally climb a ladder or stairs. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

## **WORK ENVIRONMENT / PRESSURES AND STRESSES:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most of the required tasks are time-sensitive in nature, and employee may sometimes be required to work beyond regular hours.

The noise level in the work environment is usually quiet. Noise common in the work environment comes from the employees, printers and copy machine.

**SELECTION GUIDELINES:**

Application with cover letter and references will be accepted. Supplemental application may be requested. Candidates for oral interview will be accepted on the basis of education and experience. Drug and alcohol test, background check and job related tests may be required.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Revision: 9/24/2014

p:\data\policies\job descriptions\administrative assistant\_permit technician 2014.doc