

PLANNING & ZONING DEPARTMENT
ADMINISTRATIVE ASSISTANT

PURPOSE OF JOB

Employees in this class are under general supervision. Work performed in executing moderately complex typing and clerical duties; performs other work as required.

EQUIPMENT/JOB LOCATION

- The employee will operate a computer, copier, telephone, and other office equipment
- The employee works mainly indoors in an office environment
- Employee will drive to sites as needed

ESSENTIAL FUNCTIONS OF THE JOB

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets office visitors and assists or refers them to appropriate persons
- Answers the telephone, provides information, and routes calls to appropriate department
- Collects, receipts and balances monies collected; maintains petty cash funds
- Types correspondence, budget proposals, applications, and other documents such as drafts of Ordinances, Resolutions, etc.
- Completes employee time-sheets, including recording any time off and forwards the information to payroll
- Compiles data for monthly reports
- Reconciles monthly bills for multiple vendors and forwards them to accounting
- Understands and communicates regulations, ordinances, and codes to the general public

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Sets up and types from copy or rough draft letters, tables, and reports, or other materials requiring independent action or judgment of problems encountered
- Monitors yard sale signs by checking newspaper listings against the file of permits issued
- Attends and prepares the minutes for the Planning Commission and Historic Zoning Commission
- Must be knowledgeable on City maps and zoning regulations of City related items
- Maintains files (Digital and Hard-Copy) on a variety of items as required
- Completes inventory and orders and stocks office supplies
- Maintains newspaper and journal archive
- Performs other work as necessary

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of City of McMinnville ordinances as pertains to the Codes Department
- Knowledge of business English and arithmetic
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of departmental rules, regulations, procedures, and functions
- Ability to type from rough draft or plain copy with speed and accuracy
- Ability to make arithmetic computations or tabulations accurately and with reasonable speed
- Ability to work independently on moderately difficult or complex clerical tasks
- Ability to handle a variety of callers with complaints
- Ability to communicate clearly and effectively, orally and written
- Ability to understand and follow instructions
- Ability to understand and communicate departmental rules, regulations, procedures, and functions to the general public and other employees
- Ability to establish and maintain an effective working relationship with the public and other employees

Minimum Training and Experience Required to Perform Essential Job Functions

Any combination of training and experience equivalent to:

- Graduation from a standard high school including or supplemented by courses in business practice, typing, and data processing
- Computer experience including Microsoft products such as Word and Excel
- Possession of a valid Tennessee operator's license
- Experience in office work
- Type accurately from plain copy at a rate of 45 words per minute
- Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated machines and tools, which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifteen pounds of force occasionally, and/or up to five pounds of force frequently. Physical demand requirements are at levels of those for very sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Some tasks require the ability to perceive and discriminate colors, or shades of colors, sounds, odor, depth, and visual cues or signals. Vision requirements include being able to read small prints such as maps.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Secretary. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Secretary.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Secretary.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change

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