



**City of Avon Lake, Ohio
Classification Specification
Building Department Administrative Assistant**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Administrative Support	N6	Non-Exempt	Unclassified	

CLASSIFICATION SUMMARY
<p>The Building Department Administrative Assistant is responsible to assist the Department Head with performance of administrative functions, serve as a liaison between supervisor and other city employees or departments; perform clerical tasks associate with the department function; provide clerical support to various members of the department. Duties include use of computer to type documents, create spreadsheets, calculate and verify accuracy of reports, process public complaints, perform administrative tasks such as bookkeeping, customer service, payroll, scheduling, and other duties as required. Duties involve working with a high volume of phone activity.</p>

ESSENTIAL DUTIES ¹	% OF TIME
Greets visitors and answers calls to the Building Department, responds to concerns/complaints as needed. Maintains a list of concerns and directs callers to the appropriate department. Communicates Department Head decisions and provides information.	30
Schedules inspections for the department. Enters inspection information into computer system.	20
Maintains department invoices, handles and balances cash, issues receipts; processes purchase orders, tracks and records expenses from multiple accounts; maintains record of current balance statements with multiple vendors.	15
Receives permit applications and checks for required information. Collects and processes fees. Issues certificates of occupancy.	10
Processes payroll and accounts payable and receivable; prepares and maintains records, reports, and correspondence. Processes mail.	10
Registers contractors to work in the City and maintains files. Notifies contractors when insurance and state certification expires. Maintains files on residential and commercial contractors.	10
Prepares a variety of reports related to departmental activities and operations.	5
Performs other duties of a similar nature or level.	As required

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, or equivalent (GED), and one to three years of experience with computers and standard office practices or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID.

KNOWLEDGE OF:

- Relevant office equipment, practices, and procedures
- Customer service principles
- Inventory maintenance principles
- Grammar principles
- Basic mathematical concepts
- Recordkeeping principles and practices

SKILL IN:

- Communication and interpersonal skills, as applied to interactions with coworkers, supervisor, and the public, sufficient to exchange or convey information and to receive work direction
- Providing customer service
- Maintaining and ordering office supplies
- Maintaining records
- Preparing reports
- Responding to change
- Using basic office equipment, such as telephones, copy machines, and fax machines
- Operating computers and related software applications

ADA AND OTHER REQUIREMENTS

This position typically requires fingering, grasping, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

May exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS:

Work is performed in indoor office environments.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$23.69 to \$28.32 hourly, or \$49,275.20 to \$58,905.60 annually as of July 1, 2024
- Applicable benefits provided to full-time bargaining employees, as declared by Codified Ordinances and the Collective Bargaining Agreement