

Community Development Assistant – Part Time Community Development

Position

Reporting to the Community Development Director, this position performs clerical and customer service duties in support of the building permitting process.

Salary: \$13.52/Hourly

Posting: December 19, 2018 through January 20, 2019

Submit resume to Bartow County Human Resources, 135 West Cherokee Ave. St. 256 Cartersville, Georgia 30120 or email to cogginsm@bartowga.org

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Schedules appointments and manages calendars.
- Receives and refers complaints from the general public.
- Issues building permits.
- Communicates with Building Inspectors and other field personnel to exchange information.
- Receives and accounts for permit and development fees; schedules deposits.
- Receives development site and building plans; schedules related inspections.
- Prepares regular and special reports.
- Notifies utility company of approvals.
- Updates department website.
- Creates and updates department forms.
- Processes open records requests.
- Scans plans, permits and files.
- Maintains office supply inventory; reorders as needed.
- Accepts, researches, logs, verifies, registers and archives applications.
- Maintains and updates department filing system.
- Coordinates and organizes board meetings.
- Prepares and distributes agenda and related documents.
- Attends public hearings to record minutes.
- Receives and prepares zoning verification forms.
- Prepares public legal notices.
- Accepts payments and maintains related records.
- Orders and maintains office supplies.
- Prepares and maintains zoning documents.
- Processes and directs mail.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of county permitting processes.
- Skill in prioritizing and organizing work.
- Skill in the use of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for

compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include departmental and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to perform clerical and customer service duties related to the department's building permitting process. Success in this position contributes to the efficiency and effectiveness of that process.

CONTACTS

- Contacts are typically with co-workers, other county employees, business owners, property owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.