

## HUERFANO COUNTY

### JOB DESCRIPTION

**TITLE: PT Land Use Office Administrative Assistant**

**FLSA: Non exempt**

**DEPARTMENT: Land Use Office**

**REPORTS TO: Planning Director**

#### **Job Summary:**

Act as Administrative Assistant to Regional Building Authority (RBA). Act as a liaison between property owners, contractors and Building Official.

#### **Essential Job Functions:**

##### *Regional Building Authority (RBA):*

- Meet with contractors to review licensing requirements.
- Review Contractor License Applications for completeness, process fee payments with the Treasurer's Office, prepare license application packets for RBA review.
- Process Contractor License Renewals, as directed by the RBA.
- Prepare and distribute Contractor License Certificates, upon RBA approval.
- Data entry to maintain Contractor records in Land Use Office database.
- Create and maintain electronic files for all contractors. Prepare and send year end contractor renewal notices.
- Prepare and distribute RBA meeting agendas in a timely manner. Attend and record monthly RBA meetings, transcribe meeting minutes.

##### *Building Department:*

- Process/intake Building Permits per guidelines.
- Process Building Permit fee payments with the Treasurer's Office.
- Data entry to maintain Building Permit records in Land Use Office database.
- Create and maintain Building Permit files in both electronic and paper form.
- Prepare and distribute Address Assignments and Certificates of Occupancy, as directed by the Building Official.
- The ability to take and transcribe detailed messages for the building official.

- Prepare and forward monthly building statistics to the State of Colorado. Prepare quarterly and year end Building Reports, as directed by the Building Official.
- Process and maintain monthly valuation for Building Permits, renewals and violation fees. Handle contractor complaints.

*General Office Duties:*

- Front office management to include answering phones and greeting the public.
- Prepare and forward general correspondence as directed.

**Desired Qualifications:**

Be proficient in Microsoft Word and Excel.

Ability to work efficiently without immediate supervision. Must be a self-starter, well disciplined, and extremely organized.

Multi-tasking in a fast paced environment.

Ability to communicate effectively, both orally and written.

Ability to exercise good judgment and patience when dealing with difficult people and situations.

**Training and/or Education Experience:**

Two years experience with customer service and phone reception in a front office setting.

A background in local government/public administration or the construction industry is a plus.

**Physical Demands:**

Ability to operate a motor vehicle and maintain a valid Colorado Driver's License.

Ability to lift and transport a maximum weight of 30 pounds. Ability to walk short distances between County facilities.

Ability to sit for extended periods of time.

**Unusual Demands**

The duties listed above 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.