

RESOLUTION NO. 6-03

By: John Rohyans

A Resolution authorizing the hiring of one (1) Building Department Assistant responsible for the clerical duties supporting the Building Department.

Whereas, Council has previously placed a freeze on hiring by all departments; and,

Whereas, the Building Department Assistant position will become vacant after June 3, 2003 and this Council has determined that it is in the public interest to maintain the position; and,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That the Building Department is hereby authorized to hire one Building Department Assistant.

Passed: 3-09, 20004

John B. Paly
President of Council

Attest: [Signature]
Clerk of Council

Approved 3/9, 2003

[Signature]
David H. Madison, Mayor

5-13-03 First reading
5-27-03 Second reading
6-10-03 Third reading Tabled.
3-09-04 Removed from table.
Passed.

**CITY OF BEXLEY
JOB DESCRIPTION**

JOB TITLE: Building Department Assistant

EMPLOYEE NAME: _____ **DEPT:** _____
SUPERVISOR: Building Department Manager **FLSA Status:** Non-Exempt

SUMMARY

Under supervision of the Director of Building Services and the Building Department Manager, is responsible for the clerical duties supporting the Building Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Issues all types of permits to include building, electric, plumbing, variance, etc.
2. Provides information and assistance to public, including contractors and residents (e.g. answers telephone, takes and relays messages, greets public, responds to inquiries, resolves routine problems, contacts residents, contractors, City officials, etc.); operates intercom or base radio to communicate with employees and staff.
3. Prepares packets for ARB, BZA, PC and MSRC.
4. Records permits, etc. on the monthly cash sheet.
5. Records data on the monthly building report.
6. Updates the appearance of permits and applications.
7. Places appropriate stamps on building plans.
8. Schedules inspections for building inspector and electrical inspector
9. Locates sewer tap locations.
10. Receives and screens telephone calls and visitors; takes messages and schedules appointments.
11. Performs routine clerical duties (e.g. opens and sorts mail, copies, sends facsimiles, files and retrieves documents).
12. Researches Building Department files for information on permits, Zoning and Planning Commission actions, ordinances and resolutions.
13. Operates office equipment, including computer, copier, fax machine, typewriter and calculator.
14. Provides clerical support for Code Enforcement and Fire Safety.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) and one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and building/zoning codes. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None

OTHER SKILLS AND ABILITIES

Knowledge of office practice and procedures and departmental policies and procedures. Ability to develop and maintain effective working relationships with supervisor, associates and general public; communicate effectively, type quickly and accurately; follow oral and written instructions. Skill in operation of job-related equipment, especially computer, calculator, microfiche, reader/printer, copy machine and base radio.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel and crouch.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually quiet.

EMPLOYEE:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Dated: _____

SUPERVISOR/DEPARTMENT HEAD:

Signature

Dated: _____