

CITY OF HARRISONBURG
invites applications for the position of:

Administrative Assistant

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$14.34 - \$16.49	\$1,147.20 - \$1,319.20	\$2,485.60 - \$2,858.27	\$29,827.20 - \$34,299.20

OPENING DATE: 05/10/22

CLOSING DATE: 05/19/22 05:00 PM

DESCRIPTION:



Do you want to utilize your administrative skills to assist the Department of Community Development in offering professional and courteous customer service? If so, this Administrative Assistant position may be the right career for you!

The Administrative Assistant position is a full-time role with benefits and a preferred hiring range of \$14.34 - \$16.49 per hour (equivalent to \$29,827 - \$34,299 annually). The ideal candidate for this position will enjoy significant public/employee interaction while performing a variety of administrative duties, including preparing and maintaining appropriate files and records.

As the Administrative Assistant, you will support the following divisions within the department:

- Engineering:
 - Respond to inquiries from the public regarding comprehensive site plan review requirements and procedures;
 - Review Preliminary Fire Review and Comprehensive Site Plan Review applications for completeness and acceptability of documentation, and coordinate and track departmental reviews;
 - Assist community members, property owners, builders, and contractors in understanding sitework permitting requirements;
 - Provide administrative support to the Engineering Division in the processing of comprehensive site plan reviews, site plan acceptance, project maintenance, and associated documentation and records;
 - Collect and process payment of fees, issue receipts, and maintain associated records.
- Planning and Zoning:
 - Respond to inquiries from the public regarding Planning and Zoning permits and process permit requests;
 - Respond to inquiries from the public regarding the Zoning and Sign Ordinance, including zoning complaints, and Zoning Verification Letters;
 - Respond to inquiries from the public regarding Homestays and Home Occupation Permits for Home Businesses;
 - Collect and process payment of fees, issue receipts, and maintain associated records.
 - Serve as Secretary to the Board of Zoning Appeals and Secretary to the Planning Commission, which includes preparation for virtual and physical meetings, recording, drafting meeting minutes, and occasional evening hours at least once per month;

- Provide administrative support in the preparation of reports;
- Compile, analyze, and query complex data using spreadsheets and the LAMA permit and violation processing system.
- Permits and Inspections:
 - Schedule Inspections;
 - Assist the Permit Technicians in the review of building permit applications for completeness and acceptability of documentation, issuance of approved building permit applications, and the review, approval, and issuance of select trade permits;
 - Collects and process payment for permits, issue receipts, and maintain associated records.

Minimum Requirements:

- Any combination of education and experience equivalent to a high school diploma or GED with coursework in business or secretarial science and moderate experience (1-3 years) in administrative support and office operations;
- Availability to work Mondays through Fridays from 8:00am - 5:00pm with occasional evening hours at least once per month, as required.
- Valid driver's license.
- [Click here to view the physical requirements for this position.](#)

Bilingual abilities are preferred for this position, and an annual stipend may be available for language proficiency, as determined by the City's third-party testing vendor.

The Administrative Assistant requires:

- Thorough knowledge of:
 - Standard office practices, procedures, equipment, and office assistance techniques; and
 - Business English, spelling, and arithmetic.
- The ability to:
 - Type and transcribe dictation accurately and at a reasonable rate of speed;
 - Make arithmetical calculations;
 - Follow oral and written instructions;
 - Establish and maintain effective working relationships with associates and the general public.
- Skill in the operation of standard office, word processing, and data entry equipment, including Microsoft Office Suite products.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

Application Deadline: All candidates must complete a City of Harrisonburg online employment application, including work experience and education history in the body of the application, by 5:00 pm EST on Thursday, May 19, 2022 in order to be considered for this recruitment process.

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5151 - (May 2022)
ADMINISTRATIVE ASSISTANT
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
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