

## Town of Bartonville - Employment Opportunity

### ADMINISTRATIVE ASSISTANT/PERMIT CLERK

This position serves as the first point of contact for citizens/customers contacting the Town; will perform a variety of routine and complex clerical, administrative and technical work involved in the acceptance, review and processing of all types of building and development permits; answer phones; and provide administrative support for all departments. The Town of Bartonville is a General Law Type A municipality with a small administrative staff and this position will be required to cross train on all day-to-day functions of municipal government. The applicant must be able to perform multiple tasks simultaneously and work with frequent interruptions and changes in priorities.

### EXAMPLES OF DUTIES:

- **Building and Development Permits:**
  - Accept, process and review building, sign, septic, health permit and contractor registration applications. Coordinate inspections for the Building Inspector; Maintain building inspection and septic files through building permit software and Laserfiche; responsible for monthly requests and reports as required by the State and other agencies; Accept food establishment permits and coordinate annual license and permit renewals.
  - Assist the Town Administrator with Planning/Development providing administrative and technical support duties to include conducting research, assembling information, compiling and analyzing statistical data; preparing various reports; and other special projects as assigned, in addition to providing information to citizens and the development community on the comprehensive plan, zoning, development policies and related ordinances.
- **Administrative:**
  - Assist the general public by telephone, in person, and e-mail by providing information and answering questions related to Town operations.
  - Assist with Municipal Court, Accounts Payable, Website and Facebook content, newsletter and other publications.
  - Assist with special events including National Night Out, Spring Clean Up, and Operation Blue Santa
  - Conducts research; reads and interprets ordinances, regulations, and policies.
  - Prepares reports, forms, proofreads materials for accuracy, formatting, grammar, and spelling.
  - Order office supplies
  - Must adhere to strict confidentiality regarding all aspects of the job.
  - Perform other duties as assigned or required to perform the functions of the position. Perform other duties as assigned or required to perform the functions of the position.
  - Encouraged to attend professional development workshops and conferences.
  - This position also provides assistance to the Town Secretary and Deputy Town Secretary.

### BASIC QUALIFICATIONS:

- A High School Diploma or General Equivalency Diploma (GED) is required.
- Must possess a valid Texas Driver's License
- Permit Technician certification from the International Code Council (ICC) preferred.
- Must be a licensed notary or have the ability to obtain a Notary license within the first three months of hire
- Pre-employment drug screen/background check
- Ability to work some evenings/weekends

### WORK EXPERIENCE:

- Must have a minimum of three (3) or more years of municipal work experience.

- Knowledge of building codes and working knowledge of zoning regulations preferred.

## **Desired Qualifications**

### **KNOWLEDGE / SKILLS / ABILITIES:**

- Must have skills in Microsoft Office, Microsoft Excel, plan and plat reading, and an understanding of utilities and easements.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient in operating computers, phones, faxes, copiers, and other office equipment.
- Must have excellent English communicative skills, both oral and written, to include spelling, grammar, and punctuation.
- Requires the ability to utilize a variety of design data and information, including ordinances; design standards; paving, water, plan and plat reading, and the Town's maps.
- Experience with MyPermitsNow a plus, Proficient in Microsoft Excel and Word, experience with Publisher; Adobe, CivicPlus; Laserfiche; cash handling procedures; basic mathematical calculations; principles of customer service
- Communicate effectively with diverse groups of individuals; handle stressful situations and effectively deal with difficult and angry people: exercise considerable discretion when handling confidential information; Must be able to perform multiple tasks simultaneously; efficiently respond to a stressful or high-pressure environment: meet deadlines and perform multiple tasks under pressure: work with frequent interruptions and changes in priorities. Attention to detail a must.
- Must be able to work effectively and efficiently with the general public and coworkers and maintain a pleasant and friendly demeanor at all times.

**To apply, candidates must include a cover letter and resume with employment application**

**[www.townofbartonville.com/employment](http://www.townofbartonville.com/employment)**

**Your application is part of the review process; be sure it is complete. ALL information requested on the application form must also be completed (i.e., writing “see resume” is not sufficient).**