

POSITION DESCRIPTION

City of Brewer

Position Title: Administrative Assistant
Department: Code Enforcement
Location: City Hall

GENERAL PURPOSE:

Performs routine and complex clerical, administrative and data processing work in the management of office operations.

SUPERVISION RECEIVED:

Works under the general supervision of the Code Enforcement Officer.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains department street file system and building plan maps in an orderly fashion.
- Receives permit applications, verifies completeness, collects payment and prepares for review by the Code Enforcement Officer.
- Issues approved permits and mails completed permit to applicants.
- Maintains permit data log to monitor expiration dates, sends expiration date notices and requests inspections as needed and or determined by the Code Enforcement Officer.
- Inputs and researches data in the City's online permitting system.
- Researches data in department street files.
- Maintains the departments inspection schedule.
- Maintains department purchasing records including department copies of invoices and purchases orders.
- Answers in-coming calls, provide information as required, and logs complaints such Land Use violations and Code issues.
- Receives the public and answers questions; responds to inquiries from department employees, citizens and others and refers, when necessary, to appropriate persons.
- Maintains inventories and orders office supplies and materials.
- Maintains receipt records for permits.
- Prepares correspondence, directives, reports, contracts and other materials using a word processor. Prepares general notices/letters as requested by the Code Enforcement Officer.
- Proficient in the use of PC and associated software.
- Other office duties based on the need of the department and or as outlined by the Code Enforcement Officer.
- Assist with zoning-related matters as directed by the Code Enforcement Officer, including processing applications, preparing correspondence, maintaining records, and providing administrative support for zoning inquiries and enforcement activities.

PERIPHERAL DUTIES:

- Serves as Administrative Assistant to the Code Enforcement Department.
- Assists with zoning related tasks.
- Operates a vehicle to run errands when needed.
- Tracks and schedules inspections and trainings.

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DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- (B) Two (2) years of increasingly responsible related experience.
- (C) Preferred candidate would have code and/or zoning experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to effectively meet and deal with the public; ability to handle citizen requests and complaints in a professional, courteous manner; ability to communicate effectively verbally and in writing; ability to handle a multi-task position; ability to handle stressful situations.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing and accounting software, copy machine, cash register, fax machine, telephone system, and calculator.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 moderately quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acceptance: _____
(Employee Signature)

Approval: _____
Code Enforcement Officer

Revised Date: July 18, 2025