



## Job Description

<b>Job Title:</b>	Development Services Assistant	<b>Job Grade:</b>	130
<b>Department/Group:</b>	Public Works/Engineering	<b>Exempt Status:</b>	Non-Exempt
<b>Reports To:</b>	Public Works Director	<b>Date Created:</b>	March 2017

### JOB SUMMARY

Administrative support position with a variety of technical clerical responsibilities. Provides customer support in person, by phone, or email regarding land use, construction and development applications, or maintenance. Issues engineering and building permits. Tracks progression of various documents for committee actions.

### PRIMARY JOB FUNCTIONS:

- Performs administrative duties involving initiative in the completion of assigned projects such as monitoring:
  - Duties include data gathering and interpretation, data analysis, report preparation, preparation of informational handouts and applications, and interpretation of City procedures and permitting requirements.
  - Preparing statistical reports, assessment roles and public notices in accordance with state statutes, and background research on individual properties as needed.
  - Preparing contracts for consultants, professional services and road reconstruction.
- Coordinate and direct the organization of engineering files across divisions so they are kept in an accurate and up-to-date manner to ensure easy and prompt retrieval of information and materials.
- Responsible for data entry, tracking, updating and on-going management of department electronic data and databases, including Laserfiche, Property Management and department web site information.
- Responds to routine customer inquiries in person, by email, and by phone related to engineering and building.
- Responsible for assisting in the creation and update of basic maps and other related projects utilizing Geographic Information Systems (GIS) software and ARC GIS software.
- Responsible for issuing mechanical, plumbing, roofing, siding, window, driveway, excavating/grading for building and engineering permits.
- Responsible for documenting, monitoring and tracking progress on all assigned committee actions and direction, ensuring that public notification processes are efficient and timely and in accordance with state statute, issuing and distributing as appropriate all resolutions, and maintaining spreadsheets tracking all applications and direction.
- Processes applications for:
  - Submittals relating to building and engineering.
  - Processes applications for building, land use, and engineering permits, licenses and all other submittals relating to building construction, development or other changes in property within the City.
  - Reviews applications to ensure applications are complete and contain necessary submittals, calculates and collects any fees, schedules field inspections, and is the primary contact with customers.
- Responsible for road reconstruction projects document process.
- Responsible for right of entry/ waiver of trespass tracking and process and daily construction reports.
- Responsible for maintenance and security of specialized legal documents.

### SECONDARY JOB FUNCTIONS:

- Act as a backup for other front line staff.
- Act as backup for City Council, Planning Commission, EDA and other committee agenda packets and minute taking.
- Perform other job related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- High School diploma or G.E.D plus one year of vocational training and education.
- Post-secondary education or technical degree related to administrative skills, legal assistance, building, engineering or planning preferred.
- Three years of related work experience.
- Proficiency with Microsoft Office applications required.
- General knowledge of GIS software preferred.
- Experience in a City, County or related government agency preferred.

#### **Certificates/Licenses Required:**

- None.

### **INTERNAL/EXTERNAL CONTACTS:**

#### **Supervisory/Managerial Responsibility:** None

- Employee reports to and receives direction from the Public Works Director/City Engineer and indirectly from the Assistant City Engineer.

#### **Internal/External Contacts:**

- Daily contact with all departmental staff.
- Daily to weekly contact with City Council, Planning Commission, Advisory Committees, state and county officials, local businesses and organizations, developers, contractors, vendors and the public.

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

- Proficiency in organizing and tracking multiple types of data.
- Ability to initiate work in accordance with established timelines or regulations or as directed.
- Ability to comprehend data required and communicate written findings.
- Ability to interpret regulations and ordinances accurately and consistently.
- Ability to organize paper data in a timely and accurate manner, and in accordance with City records retention policies.
- Proficiency in database applications.
- Ability to deal with the public in a courteous and tactful manner.
- Ability to locate information to address customer needs.
- Knowledge of development related applications and processes.
- Ability to communicate complex procedures in an understandable manner.
- Basic knowledge of GIS mapping software
- Ability to read and interpret plans, specifications and survey information, including the ability to recognize variances in normal construction practices.
- Knowledge of terminology, materials and practices involved in general building construction.
- Knowledge of City building and engineering processes and construction standards.
- Knowledge of City land use ordinances and processes.
- Attention to detail in reviewing submitted applications for accuracy and completeness.
- Knowledge of basic math.
- Flexibility when necessary.
- Adaptable to new tasks.

### WORK ENVIRONMENT:

- May require time after normal business hours.
- Duties are performed in a standard office environment.

### PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies, standing or kneeling to search through file cabinets, fingering to find files, grasping documents, and repetitive motions such as typing and sorting.
- Required to lift and carry files and objects weighing less than 20 pounds.

### EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone
- Desktop Computer
- Copier Machine
- Transcription Equipment

### ADDITIONAL INFORMATION

- Part time position that will work up to 25 hours a week.
- Hourly range is \$22.13-\$27.66 dependent upon qualifications.
- Applications will be accepted until 4:00 p.m. on December 12, 2018.

### HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>
2. Email completed application and any additional information to [aschroeder@cityofpriorlake.com](mailto:aschroeder@cityofpriorlake.com)

*This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).*

#### Non-Discrimination Policy

*The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.*