

## **Job Title: Service Operations Administrative Assistant**

**Supervisor:** (Deputy) Superintendent of the Department of Public Works

**Description:** The Service Operations Administrative Assistant is responsible for providing support to the Public Works, Construction and Zoning Departments.

### **Job Functions:**

- Performs all administrative duties as required for Public works, Construction, Sub-code and Zoning departments
- Summary/technical section fee calculations for all permits.
- Determines job category whether major or minor, required approvals and plan reviews.
- Assists applicant with permit forms completion, collects all fees and processes same for deposit.
- Maintains in/out logs received from owner/agent; permit and fees log; inspections log; controls for temporary certificates and log of certificates of occupancy issued and fees collected.
- Monitors plan review deadlines and updates permits.
- Forwards fee schedule to DCA; copies of permit and certificates to Tax Assessor.
- Records and manages the construction permit fee log.
- Files technical sections in permit document file and all closed permits by block and lot.
- Updates database files when final approvals are granted and when certificates are issued.
- Notifies inspector of an inspection request.
- Verifies with the Construction Official the type of certificate required and that all certificates are appropriately certified.
- Reviews inspection log periodically for overdue inspections and takes appropriate action as necessary.
- Prepares all certificates.
- Prepares the Clean Communities and Recycling Tonnage Grants and all vouchers.
- Maintains all records regarding municipal solid waste removal.
- Enters recycling and municipal solid waste tonnages into the computer database.
- Monitors status of DPW budget.
- Maintains personnel attendance records, time cards and employee overtime.
- Provides support to Service Operations employees as directed by the (Deputy) Superintendent DPW.

### **Experience:**

- Administrative Assistant
- Customer Service
- Construction, Public Works or legal experience preferred

### **Skills:**

- Microsoft Office Programs
- Intercommunications
- Organization
- High degree of accuracy and attention to detail
- Experience in managing complex calendar scheduling
- Ability to maintain confidentiality

### **Education:**

- High school diploma
- Associate or Bachelor Degree preferred