

Position: Community Development Administrative Assistant

Department: Community Development

Supervisor: Building Official

Location: City Hall, Oelwein

FLSA Status: Non-Exempt

Position Summary:

Join our dedicated team in the Building Department at City Hall, where you'll play a pivotal role in enhancing our community's development through various programs, including rental inspection, nuisance abatement, building inspection, and housing needs. As the Community Development Administrative Assistant, you will become the go-to expert on building permits and the rental housing program within Oelwein, liaising between property owners and vital housing initiatives. Your collaboration with Upper Explorerland and the Northeast Iowa Housing Trust Fund will ensure our community fully leverages available resources to improve property. You'll also support our Building Official/Zoning Administrator and the Code Enforcement Officer in their critical roles, facilitating a smooth, efficient service to our community.

Essential Duties and Responsibilities:

- Assist in the management of the City's Rental Inspection Program.
- Collaborate closely with the Building Official/Zoning Administrator and the Code Enforcement Officer.
- Engage with Upper Explorerland and the Northeast Iowa Housing Trust Fund to support rental housing programs in Oelwein.
- Prepare and manage documents, letters, and official filings for the Building Department.
- Maintain and update the city's database regarding rental inspections and building permits.
- Coordinate preparation for Boards, Commissions, and City Council meetings.

Organizational Responsibilities:

- Uphold the highest ethical standards, including honesty, responsibility, and trustworthiness.
- Respond to inquiries efficiently via phone, email, writing, or in person.
- Exhibit initiative, effort, attention to detail, and a commitment to completing assignments efficiently.
- Provide exceptional customer service, fostering a friendly and prompt environment for all.
- Promote cooperation, trust, and teamwork within the organization.
- Adhere to organizational policies, procedures, and applicable regulations.

Requirements:

Knowledge, Skills, and Abilities:

- Ability to manage multiple projects and prioritize effectively.
- Strong communication skills, both written and oral.
- Proficiency in Microsoft Office (Excel, Outlook, Word etc.,) and Windows operating system navigation and basic troubleshooting.
- Exceptional public relations, written, and verbal communication skills.
- Valid Iowa driver's license required.

Experience and Education:

- High School diploma or GED, supplemented by courses in office management and data processing.
- An associate degree or equivalent is preferred but not required.
- A combination of experience and training that equips for the role is acceptable.
- Preference will be given to candidates with a background in legal studies or experience in legal settings, underscoring an understanding of regulations and compliance.
- Additionally, candidates with experience in building code enforcement, general construction, or related fields are highly preferred, to support the department's objectives in housing and building standards.
- Coordinate preparation for Boards, Commissions, and City Council meetings.

Physical, Mental, and Visual Effort:

- Must meet physical requirements necessary to perform essential duties efficiently.

Working Conditions:

- Primarily office-based with controlled temperatures and minimal exposure to adverse conditions.

Disclaimer:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".