

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE: Executive Administrative Assistant CP&D **DEPARTMENT:** Community Planning & Development

REPORTS TO: CP&D Administrator **EXEMPT:** No

HIRING RANGE: \$24.7601 - \$28.4740 /HR

SUMMARY

As the position is an integral part of the administrative area representing Community Planning and Development, a sense of decorum is required which is appropriate and suitable to the office. This position serves as key office personnel who interact on a daily basis with the public, City employees, elected officials, and consultants. Customer service, organization, detail oriented and multi-tasking is a must. The individual shall possess a mastery of office and computer skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

DUTIES AND RESPONSIBILITIES

Administrative Services:

- Perform a wide variety of highly complex, responsible, and confidential duties, within scope of authority and training, for the Community Planning and Development Administrator and Department.
- Energetic, highly organized, polished individual with executive support experience who can juggle multiple demands and meet deadlines with ease.
- Solid communication and organization skills are key elements in this highly visible, high-impact position; Strong interpersonal skills with the ability to maintain a positive, flexible attitude in an intense, deadline driven environment; Vigorous sense of urgency and ability to meet inflexible deadlines.
- Diligent with a high attention to detail and adept at multitasking with frequent interruptions; Ability to efficiently manage complex situations and projects with little or no supervision.
- Total commitment to customer service; cultivate a friendly and welcoming office environment; greet all visitors, ascertain nature of business, and direct visitors to appropriate office.
- Use diplomacy and discretion when answering the telephone and giving information to callers. Must be responsive to citizen and public concerns and complaints.
- Professional, friendly demeanor; comfortable interfacing with the public to service their Department related needs; possess a high degree of integrity and discretion; diplomatic with a positive can-do attitude.
- Process, prioritize, and distribute incoming/outgoing mail, emails, faxes, and other forms of correspondence; Prepare outgoing mail and email; Routinely visit City Hall to deliver and pickup mail.

- Compose a variety of correspondence independently from verbal or written instruction, including newsletter submissions; Review, proofread, and edits departmental documents; Possess strong proofreading skills.
- Possess advanced computer skills with the ability to help others on system usage; Strong research skills; Create presentations, charts, graphs, databases, and spreadsheets.
- Proficient use of spreadsheets, word processing and database programs for efficient processing of departmental information; Responsible for accurately inputting departmental data into computer system.
- Oversee and maintain website page for Community Planning and Development within established guidelines.
- Maintain departmental contacts, appointment schedules, tickler files, calendars, and arrange meetings and conferences.
- Work with all Community Planning and Development consultants to develop and ensure consistent processes.
- Enthusiastic and eager to learn.
- Perform all duties associated with the operation, service, and activities of the Historic Preservation Commission, basic planning/land use, and contract/grant administration and management.
- Respond to inquiries and complaints, provide information, independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Aid in preparation of City Council agenda items; includes working with consultants to complete staff reports; prepare public meeting notices for posting in accordance with Municipal Code.
- Create and update Standard Operating Procedures for contract/grant administration and management, Historic Preservation Commission, and planning/land use.
- Take the initiative to read, learn, and understand the current actions, procedures, and projects associated with Council actions. Assist in notifying applicants of Council actions.
- Comprehend Municipal Code: zoning application procedures and submittal requirements; zoning districts; public hearings; license agreements; platting procedures and requirements; building regulations; and historic preservation.
- Maintain database of all license agreements and gaming establishment statistics.
- Establish and maintain, in conjunction with Permit Technician, a filing system that is organized with an easily retrieval format for planning/land use, contracts/grants, and Historic Preservation Commission; both hard and digital copies.
- Take and transcribe meeting notes for all assigned meetings on computer or transcribe from voice recording.
- Manage and order departmental supplies.
- Provide budget support. Perform continuous analysis of expenditures. Compile, route, and file invoices.
- Evaluate and recommend organizational, procedural, and cost-saving measures affecting department and support activities.
- Assist with event planning.

- Provide Notary services for the public and City staff.
- Serve as back up to the Permit Technician.
- Assist other departmental staff and provide support to other departments as necessary.
- Other duties as assigned.

Contract and Grant Administration:

- Become familiar with the Residential Program materials: Historic Restoration and Community Preservation Guide to Programs; the General Fund Exterior Paint Guide to Programs; the Residential Design Guidelines; the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings; and Black Hawk Municipal Code. Understand the individual components and ensure program parameters and objectives are consistently applied and achieved.
- Receive and process planning/land use and Residential Program applications. Coordinate with owners representative or other consultants.
- Draft, coordinate, and oversee execution of all contracts and agreements for Professional Services and Residential Program: exterior paint; interior rehabilitation grant; preservation easement and lender's request for subordination or rights; temporary construction easements; roadway easements; and boundary line agreements.
- Process fees paid to the City and fees paid by the City.
- Attend Owner, Architect, Contractor and Design meetings.
- Assist in preparation and distribution of Request for Qualifications or Request for Proposals.
- Coordinate ownership and encumbrance/title work report and residential appraisal report.
- Coordinate site survey to include floodway and elevation certificate.
- Coordinate existing conditions photo documentation: interior/exterior of structures, site conditions; wood and window survey; and stone wall and masonry survey.
- Initiate and maintain a variety of files and records related to Residential Program. Ensure all data and material is organized and easily retrievable; both hard copy and electronic format.
- Mobile enough to conduct field work and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain.

Historic Preservation Commission:

- Prepare, assemble, and distribute Historic Preservation Commission agenda items and staff reports.
- Take the initiative to read, learn, and understand the current actions, procedures, and projects associated with professional planning, Historic Preservation Commission, and Historic Restoration and Community Preservation grant and residential programs.
- Coordinate and facilitate the activities of the Historic Preservation Commission.
- Act as the Secretary to the Commission; Take and transcribe meeting minutes and distribute.
- Understand and comprehend Commission By-Laws; maintain permanent records of all Commission Ordinances and Resolutions; track Commission vacancies and appointments;

- Perform other activities that support the Commission.
- Oversee Landmark Designation nominations and applications.
- Coordinate with consultants.
- Maintain the Commission records and reports and organize regular meetings, training activities, projects, and prepare annual report.
- Routinely interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, punctuation, and proofreading.
- Current technology for office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping and filing.
- Basic understanding of finance and accounting.
- Basic knowledge of building/zoning codes and construction terminology and practices.
- City government organization, functions, policies, rules, and regulations.
- Stress management and time management skills.
- Effective listening, verbal communication, and interpersonal skills.

Ability to:

- Present a professional, courteous, competent image, both inside and outside of the office, which reflects well on the department and the City.
- Keep public, work/desk, and kitchen areas clean and free of clutter.
- Possess a friendly demeanor. Establish and maintain effective, cooperative and responsive working relationships with supervisor, other departments, City officials, consultants, outside agencies, and the community in general.
- Work in a busy office environment on multiple projects with frequent interruptions and inflexible deadlines.
- Analyze missed deadlines, ascertain what went wrong, and decipher how to avoid a repeat performance.
- Tackle mundane and tedious tasks with eagerness and enthusiasm.
- Maintain sound time/stress management, organizational, communication, active listening, and people skills.
- Take a proactive approach to problem solving to achieve common-sense solutions.
- Organize and establish work priorities. Work in a cooperative team environment or independently in the absence of supervision.
- Perform a variety of duties requiring use of independent judgment and technical knowledge. Independently coordinate, monitor, or manage various clerical functions. Meet department and project schedules, milestones, and deadlines.

- Understand the organization and operation of the City and outside agencies. Take the initiative to independently learn, interpret, and apply basic building code, municipal code, land use, and historic preservation procedures.
- Become familiar with department forms and applications for distribution to public. Update form and application content on a regular established basis.
- Locate, organize, and retrieve department records and files in a timely fashion.
- Compile complex business correspondence and basic reports. Produce written documents with clearly organized information, punctuation, and grammar.
- Maintain confidential data and information as it relates to the department. Discern the difference between original and duplicate documents.
- Type at a speed necessary for successful job performance.
- Transcribe dictation at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Recognize department needs and advise Community Planning and Development Administrator. Proactively look for cost saving measures to apply within department.
- Be punctual and prompt for work and meetings.
- Abstain from participating in office gossip and conducting personal business during working hours.
- Balance and control personal life and work priorities.
- Take on responsibility for areas beyond basic duties. Look for what needs to be done without being told.

EXPERIENCE and/or TRAINING

- Four years responsible work experience in an administrative support capacity.
- High School Diploma or GED.
- Must have a working knowledge of relevant office computer systems and proficiency with Microsoft Office Suite.

EQUIPMENT USED

Constant daily use of telephones, cell phones, pagers, computers, calculators, copy machines, fax machines, and scanners.

COMMUNICATION SKILLS

- Ability to respond to common inquiries or complaints from the general public, residents, City employees, officials, and outside agencies in a professional manner.
- Ability to effectively present, both in verbal and written form, information to elected officials, members of the Management Team, City employees, the public, and outside agencies.

REASONING ABILITY

Identify problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds and climb, stairs, ladders and/or step stools, and conduct field work on mountainous terrain. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the Immigrations Reform and Control Act, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.