



Position Description

Administration Assistant

Position : Administrative Assistant
Reports to: Public Works Department Director
Salary: \$15.89-\$18.00 per hour
FT/PT

Job Purpose

Performs administrative work within the Public Works Department.

Responsibilities:

- Take resident calls and file and schedule accordingly.
- Data entry of work orders, maintenance records and completed services.
- File and organize records and documents related to street department.
- Order of office supplies and inventory.
- Works as a liaison between departments, utility companies and residents.
- Manage mail and other deliveries.
- Provide general information as needed.
- Resident / Property Owner / Tenant / Contractor / In-Office Personal contact in person and on the phone
- Permits (Authorizing and or Ordinance Compliance)
- Building (Concrete/Construction, HVAC/Roof/Siding, Excavation, Dumpster)
- Maintain log sheets and data base
- Occupancy (Inspection Applications; Residential/Business Occupancy)
- Project and drawing review and approval
- Dog Tags / Coordinate Yearly Dog Clinic (Ferguson Animal Hospital)
- Maintain the Building Inspectors' schedules
- Complaint Investigation and letters
- Assist Administer Lateral Sewer Program
- Court (Housing cases)
- Preparing Court Summons
- Docket / Dispositions
- Reports
- Monthly Reports to Aldermen (Building Department; City Engineer)
- Lists / Reports to City Hall Personnel as needed
- Tall Grass Issues (Monitoring, Billing, and Reporting to St. Louis County)

- Title Search Requests for House Sale Closings
- Maintain Permanent Records/Files of Building Department (aka Public Works Department)
- Planning and Zoning Commission Support
- Contact with St. Louis County & Other Municipalities
- Contact with Fire District & School Districts
- Contact with Utilities & Other Non-Governmental Entities
- Miscellaneous Duties as Required
- Interpretation of City Code; Property Maintenance Code for Residents' Inquiry

Requirements:

- Graduation from high school or equivalent. Basic computer literacy skills, familiarity with scheduling and organizational software. One or more years of related or equivalent experience. Valid driver license.
- Mental – Establishes and maintains effective working relationships with others. Excellent verbal and written communication skills. Able to follow oral and written instructions. Can effectively organize and prioritize work. Able to work independently. Detail oriented. Strategic planning and scheduling skills. Communicates with the public in a positive manner.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

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You may apply online at <https://www.cityofbn.com/administration/job-openings> or resumes and applications may also be mailed or dropped off at the Bellefontaine Neighbors City Hall, 9641 Bellefontaine Road, St. Louis, MO 63137 or emailed to jross@cityofbn.com