



CITY OF ALTAMONTE SPRINGS

JOB POSTING
POSTING #: 2017-013
OPEN UNTIL FILLED

TITLE: Staff Assistant

Hiring Range: (4/C) \$29,245/yr. - \$33,632/yr.*
(*based on last ten (10) years experience)

DEPT/DIVISION: Growth Management/Planning & Development (701)

City Applications will be accepted for Posting #2017-013 until position is filled.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two (2) years of office experience, to include use of personal computers.
- Customer service experience through telephone and personal contact.
- MS Word and Excel experience at an advanced level (ability to use graphics, tables, headers/footers, formulas, and knowledge of the software's ability to format documents).
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.

Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- Two (2) years of college.
- Ability to converse in both Spanish and English.
- Prior city, county, regional or state government/agency experience.
- Completion of the following NIMS Courses:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)

POSITION FUNCTION:

Provide administrative support to the Planning & Development Division and customer service to division customers. Support Building & Fire Safety Division front counter staff assistants with customer service needs.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM WWW.ALTAMONTE.ORG

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

Tasks/Duties of Staff Assistant

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

TASK/DUTY
Prepare documents and correspondence associated with development approvals, plats, and other land development applications. Organize and distribute application materials for development review. Conduct sufficiency reviews and process administrative development applications as assigned.
Perform administrative duties such as filing, copying, answering phones and answering customer service inquiries regarding zoning, development applications, and procedures. Maintain filing system and prepare files and plans for archiving and destruction in accordance with state law and city policies.
Prepare and coordinate agenda packages for Planning Board and Board of Zoning Appeals, and agenda items for City Commission. Act as Board secretary for Planning Board and/or Board of Zoning Appeals, including managing board deadlines and preparation of public hearing advertisements.
Perform data entry and create documents for planning and zoning applications in electronic tracking software.
Research department records for requests for information or for specific dept./div. projects.
Drive to and from work sites; run office-related errands. Perform additional duties as assigned. Be available for emergency call-outs.
May assist with performing duties of Building & Fire Safety Division staff assistant in their absence with oversight by the Office Manager.