

CITY OF FAIRVIEW
JOB POSTING

COMMUNITY SERVICES
ADMINISTRATIVE ASSISTANT

Benefits:

Hourly Rates Based on Experience.

Tennessee Consolidated Retirement System

401K and 457b Optional Retirement Plans

Paid Vacation and Holidays

Great Health, Vision, and Dental Insurance Benefits Available

Applications can be completed online and
submitted to:

City Manager
7100 City Center Way
Fairview, TN 37062

tdaughtery@fairview-tn.org

CITY OF FAIRVIEW
JOB DESCRIPTION

COMMUNITY SERVICES ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF JOB

The Community Services Administrative Assistant performs various secretarial and clerical duties for the Planning, Zoning, and Codes Department, Engineering Department, and Public Works Department. Responsibilities include calculating and issuing permits, assigning and managing plan review schedules, maintaining development sureties, organizing and filing paperwork, typing and sending various forms of written communication, handling requests from the general public, in person, by email, and by phone, and other similar duties as needed. The position reports directly to the Planning Director.

QUALIFICATIONS

Bachelor or Associates Degree from an accredited university or place of higher education and two years of clerical experience is preferred. Years and types of experience may qualify an applicant for the position.

Possession and ability to maintain a valid Tennessee driver's license.

The ability to engage and assist the public in an effective and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Calculate fees, issue paperwork and receipts for different types of permits.

Process various requests from the general public.

Produce end of the month reports for the Planning, Zoning, and Codes Department, Engineering Department, and Public Works Department.

Attend and record minutes for planning, zoning, and inner office meetings.

Organize and maintain files on construction plans, documents, plan reviews, and permits.

Organize and maintain files on sureties for developments.

Type and file as requested by the Planning, Zoning, and Codes Department, Engineering Department, and Public Works Department.

Order supplies for the departments.

Work with the Planning, Zoning, and Codes Department, Engineering Department, and Public Works Department on written and mailed correspondence.

Assist in general cleaning and upkeep of office spaces and public areas of the Planning, Zoning, and Codes Department, Engineering Department, and Public Works Department.

Perform other related duties as required.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Must be able to operate a variety of automated office equipment including computers, printers, copiers, telephones, and cell phones.

Must be able to operate a motor vehicle.

Must be able to generally understand legal and regulatory documents.

Must be able to effectively give and receive assignments and directions to and from subordinates, staff, supervisors, and others.

Requires the ability to prepare documents and reports with proper format, punctuation, spelling, and grammar, using all parts of speech.

Must possess the ability to effectively communicate to the general public through written and verbal presentations.

Requires the ability to make independent judgments in absence of supervision.

Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

Requires the ability to discern color.

Requires the ability to hear and perceive nature of sounds by ear.

Must have a full range of physical motion.

Must be able to safely lift 25 pounds without assistance.

WAGE RANGE

\$37,292 -- \$56,407

BENEFITS

Medical, Dental, Vision, Disability, various additional insurance coverage opportunities

13 Paid Holidays

Aggressive Leave Policy

TCRS Pension

RetireReady 401k and 457 opportunities