

JOB NOTICE

February 8, 2019

Mountain Home Building Inspection Department is seeking applications for a **Full-time Office Manager**. Position is responsible for permitting, inspection scheduling, zoning ordinances, inspection records, and monthly reports. Must be able to handle ordinance violation complaints. Must be able to handle money and accurate drawer cash-out. Must be able to work with contractors, developers and homeowners on permit applications. Must be able to work with flood plain maps, zoning maps, blueprints, site plans and wall section for residential structures. Must be able to calculate fees for building, electrical, mechanical, plumbing, sign and street cut permits. Issues various types licenses. Handles lot splits and property variances. Serves as board secretary for the Planning Commission. Must be able to work independently and interact well with the public.

Qualifications: Must be at least 18 years of age, must have a high school diploma or the formal education equivalent of a high school diploma. Must have computer skills and be able to operate office equipment.

Applicants must meet or exceed all job requirements. A copy of the job description will be given with application sets. Application sets are available on the City website www.cityofmountainhome.com or may be picked up at the Mountain Home **Building Inspection Department at 720 S. Hickory Street** between the hours of 8:00 a.m. and 4:30 p.m. Applications will be accepted until 4:30 Friday, February 15, 2019. The City of Mountain Home is an Equal Employment Opportunity Employer.

Hillrey Adams, Mayor

Published via: City Website
 Arkansas Workforce Services
 City Bulletin Boards
 City Facebook Page

TITLE: Office Manager
GRADE: 12 – Non-Exempt
DEPARTMENT: Building Inspection

JOB SUMMARY:

This position is responsible for performing a variety of administrative and secretarial tasks, including the issuance of building permits.

1. Receives and processes applications for permits including building, zoning, variances and others.
2. Provides information by telephone and in person to inform contractors, developers and homeowners about the permit application and approval process.
3. Submits daily deposits to Treasurer's Office; posts daily work; journalizes all permits on a monthly basis.
4. Develops schedule of inspections for the Building Official and the Plumbing Inspector.
5. Checks zoning ordinances for permitted use.
6. Receives complaints regarding ordinance violations and schedules inspections.
7. Writes correspondence and types letters, reports and pre-printed forms.
8. Maintains inspection records on new construction and other department files.
9. Receives and refers calls for the department.
10. Orders departmental forms and supplies as necessary.
11. Performs other related duties as assigned.
12. Serves as Board Secretary to the Planning Commission, Duties: collects and distributes information, prepares agenda, takes and transcribes meeting minutes.
13. Reviews and approves blueprints, site plans, and wall section for residential structures.
14. Reviews Flood Plain map when a building permit is requested.
15. Responsible for checking license and bonds before permits are issued.
16. Calculates and collects fees for building permits, electrical permits, mechanical permits, plumbing permits, sign permits, and street cut permits.
17. Issues, enters and collects fees for the following licenses: Alcohol, Business, Itinerate/Peddler, Pet, Farmers Market and Garage Sales.

SPECIFIC REQUIRED KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1) Knowledge of modern office procedures

- 2) Knowledge of relevant City and departmental policies and procedures
- 3) Knowledge of relevant City ordinances, including those governing building permits, inspections and zoning
- 4) Knowledge of bookkeeping
- 5) Skill in reading maps and blueprints
- 6) Skill in operating a typewriter (50wpm), cash register, calculator, fax machine, computer terminal and printer
- 7) Skill in oral and written communication

IMMEDIATE SUPERVISOR:

The Building Official assigns work in terms of general goals and objectives to be attained in the Building Inspection Department. Employee works independently to organize and prioritize work of the department so goals are met. The supervisor is consulted only when problems of a sensitive nature arise. Work is regularly reviewed and discussed with other Building Inspection staff which may include the Building Official.

PHYSICAL DEMANDS:

Work is performed with employee intermittently sitting, standing or stooping and requires manual dexterity.

WORKING CONDITIONS:

Work is performed in an office with occasional field work. Work is performed with employee typically sitting at a desk with intermittent standing, stooping and walking. Employee occasionally lifts light objects.

MINIMUM QUALIFICATIONS:

- 1) Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent
- 2) Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having a similar position for one to two years.
- 3) Possession of or ability to obtain a valid driver's license