

PART TIME ADMINISTRATIVE & BUILDING DEPARTMENT ASSISTANT TOWN OF COLUMBINE VALLEY, COLORADO

BACKGROUND

The Town of Columbine Valley is nestled along the Platte River in the south-Denver metro area. Established in 1959, the Town is comprised of approximately 550 homes surrounding Columbine Country Club. The Town staff is small but very effective, dedicated to providing high-quality service and deliverables to a population of just over 1,300 people.

POSITION DESCRIPTION

The Administrative & Building Department Assistant reports to the Town Administrator and maintains the Town's files/administrative records, offers general and building department administrative support, manages special projects on a regular basis and serves as a front line customer service representative for the Town.

The Administrative Assistant/File Clerk also works closely with the Manager of Support Services, Municipal Court, Town Planner and interacts with the public on a daily basis. This is a generalist position and does not include supervision

This position requires someone with the ability to understand, identify and anticipate the needs of the organization; that is highly organized and efficient; and can handle multiple projects and priorities at a time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs high-level administrative tasks including filing, mail distribution, maintaining schedules and records, copying, data entry (e.g.: databases, Web updates, etc.), preparing reports, meeting planning and set-up, and maintaining office supplies
- Manages daily functions of the Town's building department including issuing permits, contractor's licenses and other associated functions
- Organize and maintain confidential files; adds new materials to file records; creates new files/records as necessary
- Transfers appropriate paper archives to electronic storage
- Retrieves information from files in response to requests; releases documents or other information in accordance with Town policy
- Greets and assists visitors; answers emails and incoming calls, resolving complex and varied concerns, or referring them to other staff members or departments as appropriate
- Regularly serves as the front line for Town government
- Responsible for daily "house-keeping" duties around Town Hall, including watering plants and maintaining the staff break-room

- Works with elected officials and community members on a regular basis

QUALIFICATIONS AND JOB REQUIREMENTS

- 5+ years of relevant professional work experience, public sector experience preferred
- Customer service experience with demonstrated ability to effectively assess customer's needs, quickly respond, problem solve and solution provider required.
- Intermediate to advanced familiarity with Microsoft Office Suite (Outlook, Word, Excel, Publisher and PowerPoint) and other special computer applications as required; and the ability to learn new technology/software quickly a must
- Excellent communication skills, including written, interpersonal and presentation skills
- Demonstrated analytical skills, especially in the areas of process improvement and problem solving.
- Ability to prioritize work, handles multiple tasks simultaneously, set goals and enforce deadlines, while maintaining flexibility to reassess and re-prioritize.
- Ability to maintain confidentiality and discretion in sensitive matters
- Able to influence, build trust, and manage conflict.
- Ability to interact effectively as a team member and independently with Town staff and with a diverse client base.

WORKING CONDITIONS

Position works in an office environment during normal business hours; occasional evenings or weekends may be required. Frequent requirements may include: sitting or standing for extended periods, entering and manipulating data on a workstation computer and participating in meetings; standing; walking; climbing stairs; stooping to remove/replace files; good hand-eye coordination; lifting, pulling, pushing, and upper body twisting while handling supplies and equipment; sitting while completing paperwork; using keyboard for PC and word processing needs. Occasional requirements may include: use hands to manipulate, handle or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, and lift/move up to 25 pounds.

LICENSES AND CERTIFICATES

- Valid Colorado driver's license at time of hire
- Must provide finger prints and pass background check

COMPENSATION

This is a part-time position (20 hrs/week). The pay range is \$15 - \$18 per hour.

The Town of Columbine Valley is an equal opportunity employer. Discrimination does not occur against an employee or application on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political

affiliation, disability or any other classification considered discriminatory under applicable law.

TO APPLY

To access the Columbine Valley job application please visit:

www.columbinevalley.org/employment/

By email: Please submit a cover letter, resume, and job application to:

jdmccrumb@columbinevalley.org. Please use "Admin Assistant", as your subject line.

By fax: Please submit a cover letter, resume and job application to 303-795-7325. Please use "Admin Assistant", as your subject line.

Application Deadline: February 5, 2016