



## CITY OF OAKBROOK TERRACE POSITION DESCRIPTION

Position / Title: Part-time Community Development Administrative Assistant  
Department: Community Development  
Date: August 1, 2022  
Reports To: Community and Economic Development Director  
Rate of Pay: \$22.942-\$30.191

---

**WORK SCHEDULE:** Maximum 30 hrs./weekly including nights

### **PURPOSE OF POSITION**

The purpose of this position is to provide building, zoning, and development-related services to the public and to provide administrative support to the Community and Economic Development Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Assists the public in various building, zoning, and development-related services; accepts plans and applications; assembles development information; calculates permit fees; checks documents of completeness and accuracy; issues permits and certificates of occupancy and collects property rental information and fees.
- Schedules inspections and follow-up results; acts as liaison to contractors and inspectors.
- Provides information regarding department policies, procedures, and requirements.
- Performs various administrative functions in support of the department; prepares reports and correspondence; processes technical/confidential documents; distributes public hearing packets and post agendas.
- Attends Planning and Zoning Commission meetings and transcribes minutes.
- Performs a variety of bookkeeping functions and coordinates supply acquisitions and inventory.
- Maintains and updates files and filing systems; compiles and maintains permit data; prepares statistical activity reports. Edits and updates Zoning Ordinance Book.
- Informs utility companies of new services as appropriate.
- Processes nuisance and complaint calls.
- Responds to freedom of information act (FOIA) requests.
- Assists with special projects as needed.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Secretarial Science or a related field with three years of related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Requires the ability to perform a basic level of data analysis, including reviewing, categorizing, prioritizing, referencing data, statutes and/or guidelines and/or groups, ranking, investigating, and diagnosing. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

Requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations.

Requires the ability to utilize a variety of reference, descriptive, and/or advisory data and information such as permits, applications, reports, records, ordinances, maps, manuals, code books, drawings, licenses receipts, policies, procedures, guidelines, and non-routine correspondence.

Requires the ability to communicate orally and in writing with the Community and Economic Development Director and all department personnel, other City departments and agencies, contractors, architects, inspectors, and the public.

### **Mathematical Ability**

Requires the ability to perform addition, subtraction, multiplication, and division; and to calculate percentages and decimals.

### **Judgment and Situational Reasoning Ability**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

### **Physical Requirements**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, and tools such as a computer and other office machines and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as typing.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects.

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.

### **Environmental Adaptability**

Ability to work under generally safe conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The City of Oakbrook Terrace, Illinois, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date