



**CITY OF LEON VALLEY
JOB DESCRIPTION**

JOB TITLE: Fire Administrative Assistant / P&Z Permit Technician
DEPARTMENT: Fire Department & Planning and Zoning Department
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: January 3, 2023

JOB SUMMARY:

Under the direction of the Fire Chief, 50% of your responsibility will be performing clerical work and administrative support for the Fire department to include typing, filing, receiving, and routing telephone calls, and coordinates EMS billings with private collection agency, and other related work as required.

Under general direction of the Planning and Zoning Director, 50% of your job will be clerical and technical functions in support of the Planning and Zoning Department mission, including customer service, answering telephone inquiries, permit issuance, typing, tracking, and filing Department documents, and providing information relative to land development, building, health, and code compliance regulations.

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

50% - ESSENTIAL JOB FUNCTIONS FOR FIRE DEPT. ADMINISTRATIVE ASSISTANT:

Receive and assist visitors by answering questions by telephone, in person, and over the internet, which require general knowledge of Department policies and procedures and direct visitors as appropriate in a pleasant and efficient manner.

Accurately and legibly take phone and verbal messages and expediently distribute those messages to appropriate personnel.

Perform secretarial functions requiring discretion and specialized knowledge.

Coordinate collection for EMS billing with administrative offices at City Hall and private collection agency.

Receive telephone calls and citizen visits concerning EMS billing.

Accurately and proficiently prepare and file forms, charts, statements, letters, memos, and other departmental reports to meet deadlines.

Process and distribute departmental incoming and outgoing mail on a daily basis to include certified mailings, time-sensitive mail to receive "date received" stamping.

Assist with the administration of the departmental accounts payable accounts and payroll.

Prepare and complete all reports and paperwork promptly, legibly, accurately, neatly, and with correct grammar and spelling.

Demonstrate pleasant, courteous, and efficient interactions with the general public, City employees and Department Staff.

50% - ESSENTIAL JOB FUNCTIONS FOR P&Z PERMIT TECHNICIAN:

Receive and assist visitors by answering questions by telephone, in person, and over the internet, which require general knowledge of Department policies and procedures and direct visitors as appropriate in a pleasant and efficient manner.

Organize and conduct planning related studies.

Provide professional counsel and technical advice on matters related to planning and zoning.
 Prepare reports for presentation of technical planning information for the Community Development Director.
 May be requested to attend City Council, Zoning and Land Use Commission, and Board of Adjustment meetings as required.
 Interacts with public and agencies by answering and resolving complaints, attending conferences and seminars, and attending meetings with department heads and agencies.
 Must be able to read, comprehend and interpret for others City codes, plat maps and basic building plans.
 Must be able to examine plans and specifications related to landscaping, signs and other applicable codes.
 Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.
 Prepares narrative staff reports and recommendations of limited complexity, such as special use permits and variances.
 Researches and compiles information on a variety of planning issues from multiple sources.
 Prepares public notices or property owner verifications.
 Prepares maps, charts, tables of limited complexity.
 Investigates violations of planning regulations and ordinances, including site visits.
 Attends public meetings, assisting other planning staff as appropriate.
 Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager.
 Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone.
 Sit for extended periods of time writing reports, correspondences on the computers.
 Use tact, diplomacy and discretion as required.
 Read, write, and converse fluently in English.
 Work a flexible schedule, to include evenings hours, weekends, and holidays.
 Must have the ability to attend work regularly and predictably.
 Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to proficiently operate, personal computer, postage machine, copier, facsimile, and other similar business equipment on a daily basis and in a safe manner. Proficient with Windows operating system, Microsoft Word, Excel, and Power Point and a working knowledge of Access. Must be willing to learn how to operate the City’s Financial Management software InCode. Must be willing to learn the Fire Department’s related software to track EMS billing.

ENVIRONMENTAL FACTORS:

Must be able to work indoor. Occasional trips outside to various public facilities.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards				N
Chemical Hazards				N
Electrical Hazards				N
Fire Hazards				N
Explosives				N
Communicable Diseases				N
Physical Danger or Abuse				N
Inclement Weather				R

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				M
Physical Hazards				M

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	O	around office environment
Lifting	O	office, supplies
Carrying	O	office supplies
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies
Fine Dexterity	F	While working on computer
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle, getting office supplies
Climbing	O	stairs
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year experience working with and knowledge of general office equipment, procedures, and operations. Customer service and clerical experience required.
Supervision	Job has no responsibility for the direction or supervision of others.

Human Collaboration Skills	Excellent - Professional customer service skills to include discretion, courtesy, and patience. Must be able to work closely with others as part of a team. Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Intermediate - Read, write and understand written instructions, reports, documents, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	A valid class "C" Texas motor Vehicle

PRIMARY WORK LOCATION

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			