**TOWN OF MCCORDSVILLE**

**Job Description**

Title: Administrative Assistant

Department: Planning & Building

Supervisor: Director of Planning & Building

Status: Full-time, non-exempt, Monday-Friday 8am-4pm (plus 3 evening meetings per month)

**Purpose of Position:** To perform complex as well as routine administrative duties as staff support in the operation of the McCordsville Planning and Building Department. The position functions as the coordinator between developers, builders, residents, etc and the Town. This position will manage the Dept.’s on-line permitting system, and staffs several committees, **including those which meet in the evenings**, as well as preparing the minutes from each committee. Further details are denoted below.

**Skills & Experience**

* Minimum of 3 years in an Administrative Assistant position;
* Proficient with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
* Strong knowledge and experience with computers and the internet;
* Articulate, pleasant, and dependable;
* Solid work ethic and capacity to multi-task;
* Strong communication skills;
* Well-organized;
* Ability to write clearly;
* Strong sense of discretion;
* Ability to work effectively with limited supervision; and
* Experience with Google c-suite products, ie. google calendar and google drive, and DropBox are considered a plus.

**Duties and Responsibilities:**

* Managing the Dept.’s permitting system;
* Greets and directs walk-in clients who want to see the Planning & Building Director, the Town Engineer or inspector(s);
* Order and maintain office supplies;
* Monitors department budget;
* Manage electronic filing system;
* Support others with presentations, spreadsheets, and organizing company functions;
* Answers incoming calls and routes to appropriate personnel;
* Schedules meetings for Director of Planning & Building, and other staff as directed by the Director;
* Consults, responds, informs, and coordinates effectively with both internal and external stakeholders/customers and/or service providers;
* Schedules inspections for the Town’s inspectors;
* Prepares and processes invoices, receipts, and purchase orders for payment and provides appropriate documentation;
* Arranges for meeting rooms, notifies attendees and makes reservations as necessary;
* Works with the Planning & Building Department Director to prepare, post and distribute meeting agendas and packets;
* Responsible for preparing and posting public notices, and ensuring notices are published;
* Staffs and takes minutes for the Technical Advisory Committee, the Architectural Review Committee, the Board of Zoning Appeals and the McCordsville Advisory Plan Commission;
* Digitizing of legacy files;
* Answers routine procedural inquiries from the general public and applicants regarding permitting procedures;
* Conducts general office filing and record keeping;
* Prepares certification letters and other approval letters;
* Responsible for bond and certificate of liability tracking; and
* Performs special assignments as directed.

**Benefits**

* Starting pay is $17.30-$19.23 per hour DOQ
* Enrollment in the Public Employee’s Retirement Fund (Town pays employee contribution)
* Health (medical, vision, dental) and Life Insurance
* Paid vacation and sick time
* 12 paid holidays per year

**Town of McCordsville is an Equal Opportunity Employer.**

**Send resumes to Ryan Crum at** [**rcrum@mccordsville.org**](mailto:rcrum@mccordsville.org) **by 4pm on March 31st*. No phone calls please.***