PUBLIC WORKS/BUILDING DEPT ASSISTANT

Opening Date:  October 14, 2019  Closing Date:  Until Filled

JOB SUMMARY:
This is a full-time, benefitted, position responsible for the clerical needs of the City’s Public Works/Building departments. The position reports directly to the Public Works Director/Building Official and works closely with the entire department in achieving City-wide goals and objectives.

ESSENTIAL DUTIES:
- Performs a variety of general administrative, executive, and clerical duties.
- Answer phone calls and citizen questions/concerns, assists customers by providing general information, and schedules some inspections.
- Provide department clerical support including, but not limited to, creating work orders, data entry, filing, message taking, coordination of department activities, and other duties as assigned.
- Compile various reports for the Public Works Director/Building Official and Public Works Operations Manager.
- Schedules appointments, makes reservations, and arranges conferences/meetings.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to type 60 words per minutes
- Effective in oral and written communications
- Basic knowledge of office practices and procedures
- Excellent organizational skills
- Interact effectively and professionally with the public and staff members
- Proficient with MicroSoft products (Word, Excel, etc.) and general computer knowledge and skills
- Utilization of math skills, city streets and coordinators, and problem solving
- Fun, outgoing personality and ability to work independently and as a team

QUALIFICATIONS:
- Required: High School degree or equivalent; two years business/office experience
- Preferred: Associates Degrees and municipal experience

SALARY:
$17.00 per hour starting, DOE. Benefits package includes paid retirement into State Retirement System, fully paid family medical/dental plans, paid holidays/vacation/sick leave, life insurance policy and 401k/457 Employer Contribution in lieu of Social Security participation.

Send completed City of Cedar Hills employment application, resume, and cover letter to:
Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or gordon@cedarhills.org.
Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.