

**CITY OF ST. MARYS, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE: PLANNING AND BUILDING ASSISTANT**  
**DEPARTMENT: Planning and Building**  
**REPORTS TO: Planning and Building**

**CLASS CODE: 1007**  
**FLSA STATUS: N**  
**DATE: 06/13**

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**JOB SUMMARY:**

Performs a variety of complex administrative functions in support of two department directors. Examples of duties include: coordinating department work orders; maintaining building permit files and occupational license files and processing relating paperwork; greeting and assisting customers; tracking payment of occupational taxes; receiving and processing building permit applications; producing and mailing letters and notices; sorting correspondence; maintaining minutes at various monthly meetings; tracking payments for permits and cemetery lots; and developing and researching reports for all aspects of planning and building.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Works independently, responsible for generating complex building permits for building, electrical, mechanical and plumbing permits. Must have a thorough knowledge of the computer software used in completing each permit. Must have a thorough knowledge of mathematics for calculation of permit fees.

Coordinates departmental functions, including: receiving and relaying messages concerning building permits, occupational fees and sign ordinance usage. Processes and enters building permit applications and Occupation Tax Certificate applications; files and retrieves correspondence and information regarding same; processes annual Occupation Tax Certificates and renewal reminders.

Maintains E-verify information relating to occupational tax certificates.

Formats and types letters, memos, labels, reports or other correspondence on a computer; proofs correspondence and related documents of staff.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Orders office supplies as needed. Coordinates processing of public hearing requirements.

Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts and summarizes material for the preparation of reports; prepares work reports. Accesses computer databank to retrieve zoning information.

Maintains and processes permits, including: processing applications for permits; issuing permits; entering information into a computer system; and maintaining related records. Calculates water and sewer fees. Assists building inspectors scheduling, maintaining and updating inspection reports. Coordinates and documents building inspections.

Assists water department preparing and coordinating water and sewer service for contractors and homeowners.

Works with Code Compliance in researching and resolving complaints. Must have a working knowledge of subdivision, zoning, building and business ordinances.

Assists City Clerk in research pertaining to alcohol licenses.

Reports administrative and/or operational problems to a supervisor.

Composes confidential correspondence and maintains files associated with it.

Coordinates and schedules appointments, meetings, or reservations at the request of staff.

Relieves officials of routine administrative details such as checking inspection reports for accuracy and conformance to policies and standards.

Opens, stamps, sorts and distributes incoming mail. Prepares outgoing mail as needed.

Enters and retrieves a variety of complex information into a computer terminal. Communicates with software companies as needed to update or change software.

Provides customer service, including: greeting and assisting customers; answering phone calls; retrieving voice mail messages and returning phone calls; providing requested information regarding services, fees, zoning changes, ordinances, etc.; receiving complaints; directing customers to appropriate staff member for assistance; receiving orders for new permits; setting up various appointments; and maintaining related records of all functions.

Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Attends board/commission meetings and compiles, transcribes and records minutes.

Assists in preparing ordinances, amendments and related documents.

Photocopies reports, memos, and other various documents for requesting parties; develops various forms.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal      Fax Machine      Calculator      Postage Meter

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

Basic accounting policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Laws, legislation, codes, ordinances, etc. that govern the work, including the sign ordinance and occupational tax requirements.

Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

File system maintenance.

Basic accounting processes and procedures.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

Construction as far as what is needed when building a project and how to look at drawings/plans.

**Skill in:**

Preparing building permits, business licenses, temporary permits, certificates of appropriateness and sign permits.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Typing from rough draft or printed text using a computer or typewriter.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to compile, transcribe and record meeting minutes.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; and push, pull and/or lift up to 20 pounds occasionally.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.