

**CITY OF SOUTH EUCLID  
BUILDING & HOUSING DEPARTMENT**

**Job Title:** Building Department Assistant II

**Job Posting Date:** January 20, 2012

**Department:** Building

**FLSA Status:** Non-exempt employee

**Supervisor's Job Title:** Building Commissioner

**Position Summary:** To provide administrative support for the Building Department, process a variety of permits, and provide information to contractors, design professionals and the public at the counter and by telephone.

**Position Requirements:** High school diploma or equivalent. This position will require a close working relationship with the residents of the community; therefore, the individual should possess excellent experience or ability towards good public relations and customer service. Excellent interpersonal, verbal and written communication skills. Proficient use of MS Word and Excel. Individual must be detail oriented, skilled in customer service, and able to function well in stressful situations. Candidate will be self-directed and demonstrate good problem solving skills.

Minimum one (1) year as a Building Department Assistant I and responsible for coordinating the duties of a minimum of one (1) Board or Commission (Planning Commission, Architectural Review Board, Board of Zoning Appeals). Individual must be self-directed, highly motivated and proficient with HDS and BDS software.

**Duties and Responsibilities:**

- Provide prompt, courteous, polite, and professional service and communication to the customers of the City.
- Administrative support to the Building Commissioner and Building Inspectors.
- Assists Housing Department staff as needed.
- Duties and Responsibilities as listed under Building Department Assistant I.
- Refer to attached list of Building Department Administrative Responsibilities.

For internal employees, please complete a self-nominating form located at the Reception Desk and deliver it within two (2) weeks of the above job posting date to the attention of the Building Commissioner. For all other applicants, submit a cover letter and resume along with an employment application (located at the Reception Desk) and deliver it to the attention of Paul Kowalczyk, Building Commissioner.