

Administrative Assistant – Building Department - City of Garfield Heights

The City is seeking an organized, detail-oriented Administrative Assistant with 5+ years of experience, to support the Building Commissioner and all operations of the Building Department.

Duties: Assist the public and explain building permit regulations, process/review applications and supporting documents for sufficiency of information and conformance with legal standards, issue permits/licenses, calculate and verify fees, reconcile daily financial records, schedule inspections, perform code and records research, prepare agendas for the Planning Commission/Board of Zoning Appeals and supervise clerical staff.

Desired Skills: Demonstrated skill in use of computer/database software, Microsoft Office and ability to utilize computerized permit system (SmartGov).

Experience: 5+ years of administrative experience involving extensive public contact, experience in a city building department or in the construction industry preferred. Notary Public (or ability to successfully complete the examination) is required. This is a full-time position; salary is \$45,868.99 with an excellent benefits package.

Send resume with cover letter, references and salary history to: William Wervey, Building Commissioner, City of Garfield Heights, 5407 Turney Road, Garfield Heights, Ohio 44125 or wwervey@garfieldhts.org. No calls please.

The City of Garfield Heights is an equal opportunity employer. The position is open until filled.

