



**City of La Marque Position Description
Administrative Assistant/Revitalization Specialist
Code Compliance**

**POSITION AVAILABLE: ADMINISTRATIVE ASSISTANT/
REVITALIZATION SPECIALIST FOR
CODE COMPLIANCE**

GENERAL DESCRIPTION:	Under direct supervision, performs a variety of specialized clerical duties in support of the Code Compliance Division. Work involves greeting customers, scheduling/processing Code Compliance cases for Revitalization Program, preparing and distributing reports and agendas for Building Standards Commission and the Keep La Marque Beautiful Commission.
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none"> • High School diploma or GED; • Specialized training in business procedures; • Very strong organizational skills; • Must be proficient in Microsoft Office (Word, Excel, Outlook); • Municipal or County/State experience preferred; • 12 - 24 months experience in general office work including experience dealing with the public; • Alternately, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
SALARY:	\$16.42 per hour (depending on qualifications).
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below. The City of La Marque is an Equal Opportunity Employer (EOE).

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See job description and benefits attached.

*City of La Marque Position Description
Administrative Assistant/Revitalization Specialist
Code Compliance Department*

Title: Administrative Assistant / Revitalization Specialist

Department: Code Compliance **Grade Level:** **FLSA Status:** Non-Exempt

Reports To: Code Compliance Supervisor **Immediate Subordinates:** N/A

Job Summary

Under direct supervision, performs a variety of specialized clerical duties in support of the Code Compliance Division. Work involves greeting customers, answering all phone calls and scheduling/processing Code Compliance cases for Revitalization Program, preparing and distributing reports and agendas for Building Standards Commission and Keep La Marque Beautiful Commission and attends these meetings with the Code Compliance Supervisor.

Essential Job Duties

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel.
 - Ability to handle citizen complaints in a professional manner with angry or difficult citizens.

- Perform a variety of administrative and clerical functions for the Code Compliance Division including proficiency in data entry to ensure accurate records are maintained; Ability to handle several tasks simultaneously and to plan and organize work to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.

- **PERMIT and RENTAL REGISTRATION PROCESSING:** Reviews and accepts permit applications, initiates permit cases in the permit tracking system, and processes "over-the-counter" permits. Issues permits to the public. Reviews and processes rental registrations, including updating registration tracking software and spreadsheets, mails compliance letters for unpaid registrations and tracks management / ownership changes on rental properties. Utilizes a variety of computer programs, including a permit tracking system (SmartGov), word processing, spreadsheet and database applications. Prepares postings for Substandard Structure Cases, including due diligence searches of title records.

- **RECORDS MANAGEMENT:** Maintains Division filing system. Assists staff and public with record, electronic archiving retrieval and departmental public disclosure requests. Performs regular purge actions to close expired permits. Archives closed cases by computer data entry, prepares file documents, scans records, reviews archived documents for completeness, and updates records when changes are made. Processes, files and records liens pertaining to mowing and demolition cases. Process legal documents such as liens and lien

releases for filing at the County Clerk's Office, substandard structure postings and case files for all substandard cases.

- **CLERICAL DUTIES:** Prepares routine correspondence, creates agendas and attends commission meetings and takes meeting notes for the City Building Standards Commission and the City Keep La Marque Beautiful Commission. Processes travel and other requests of the commissions.
 - Assists staff with special and routine mailings, distributes the mail. Maintains mailing list database. Scans returned mail and other documents received in the mail and adds the scanned documents to the case created by the code officers.
 - Maintains inventory of office forms, envelopes, postage, brochures, postings and general office supplies and then notifies the supervisor when re-order is necessary.
 - Prepares deposits and financial reports for the finance department.
 - Prepares weekly reports for the Code compliance Supervisor from daily log sheets prepared by the code officers.

- Good oral and written communication skills, interpersonal sensitivity, assertiveness and stress tolerance for dealing with the public. Strong customer service skills to work with a variety of citizens and personnel using tact, courtesy and good judgment.

- Strong time management skills to complete the required duties.

- Assigns violation complaints to the proper district officer, by email, text or a phone call.

- Strong computer skills including word processing, data entry/retrieval, statistical and spreadsheet applications. (Smart Gov, STW, Pictometry, E-Money), etc.

- Manages various projects, as assigned by the supervisor;

- Receives and responds to customer's requests for Public Information and forwards those requests to the City Clerk's office;

- Position must possess and maintain a valid Texas Driver's License;

- All other duties as assigned.

Education, Training, and Experience

- High School diploma or GED;
- Specialized training in business procedures;
- Very strong organizational skills;
- Must be proficient in Microsoft Office (Word, Excel, Outlook);
- Municipal or County/State experience preferred; liens, title records, GCAD.
- 12 - 24 months experience in general office work including experience dealing with the public;
- Alternately, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Emergency Operation Classification: TIER 2 Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals

I have read the job description above and can perform the job duties _____ **with** or _____ **without** any reasonable accommodation.

Witness: Supervisor's	Date	Employee's Signature	Date

Benefits for City of La Marque Employees

Medical Insurance (Blue Cross Blue Shield): City pays the full premium for the employee only. Dependent coverage is offered but is paid by the employee.

Dental/Vision/Life Insurance (MetLife): City pays the full premium for Dental Insurance for the employee only. Dependent Insurance is offered but is paid by the employee.

City offers Vision Insurance for employee & dependents but not paid by the City. Very low premium offered to the employees.

Life Insurance: \$50,000 Basic Life Insurance for an employee.

All insurance does not go in to effect for new hires until 30 days after their hire date and the first of the next month.

TMRS (Texas Municipal Retirement System): Each employee contributes 7% of salary per pay period into the TMRS retirement system. Once the employee is vested (5 years of service), the City matches it 2-1 by time of retirement. Eligibility for retirement is 20 years of service or reaches age 60 whichever comes earlier plus vested five years.

Vacation/Sick Leave: Each employee earns 6.7 hours of vacation per month and 8 hours of sick leave per month.

Holidays: Employees have 12 paid holidays a year.

New Year's Day

Martin Luther King Birthday

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Longevity Pay: When an employee reaches 12 months of service with the City, the employee will start earning \$6.00 a month of longevity pay. The next November they will receive a paper check for the total accumulated. It adds up every year.

Mission Square Retirement (457 Plan): This is similar to a 401K. A 457 Plan is a retirement savings plan and investment vehicle with tax advantages. This is a supplemental retirement plan offered to employees besides the TMRS plan. Our Mission Square package also includes the Roth IRA feature to allow tax-free benefits from our investments

Deer Oaks Employee Assistance Program: A free, confidential benefit offering short-term counseling, resources and referrals for employees and the employee's dependents.

Premier Pension Solutions (Section 125 Cafeteria Plan): This is a Health Care Flexible Spending Account (FSA) and /or Health Reimbursement Account (HRA) dollars can be used for a variety of out-of-pocket health care expenses that qualify as federal income tax deductions under Section 213(d) of the internal Revenue Code ("IRC").