



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 12
For Meeting of 03/31/16

ITEM TITLE: Resolution adopting position descriptions and compensation for certain position
(Assistant Building Department Coordinator)

CONTACT PERSONS: Wade R. Wagoner, AICP LEED GA Planning & Economic Development Dir.
Tony Stravers, Chief Building Official

SUMMARY EXPLANATION:

Attached is a new position description for an Assistant Building Department Coordinator.

The new individual will report directly to the Development Services Administrative Assistant and will be her only direct charge. This position is in the Development Services Department and also ultimately reports to the Planning and Economic Development Director and Chief Building Official. The position will also provide administrative support to the City Planner when needed.

Also attached is a timeline for implementation.

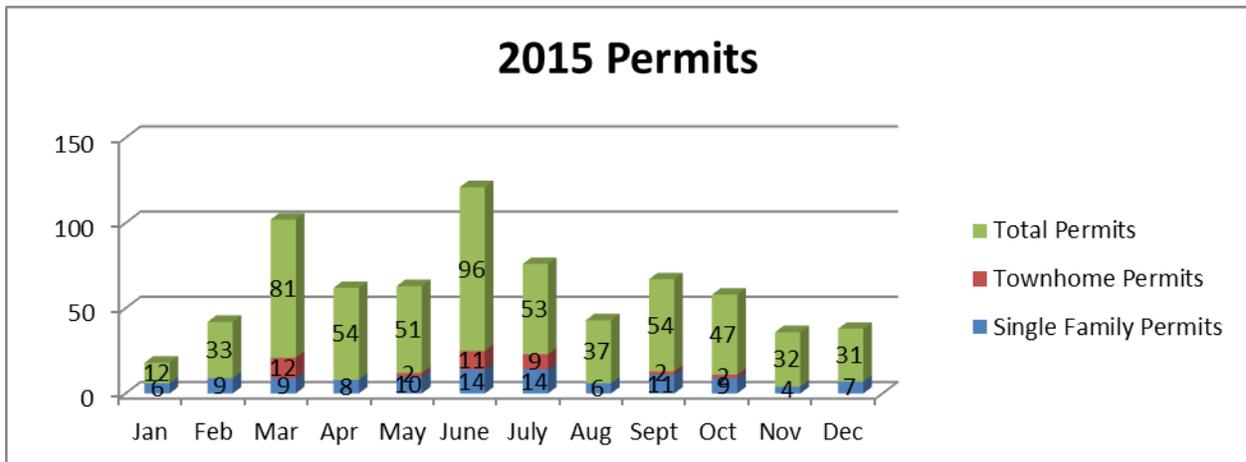
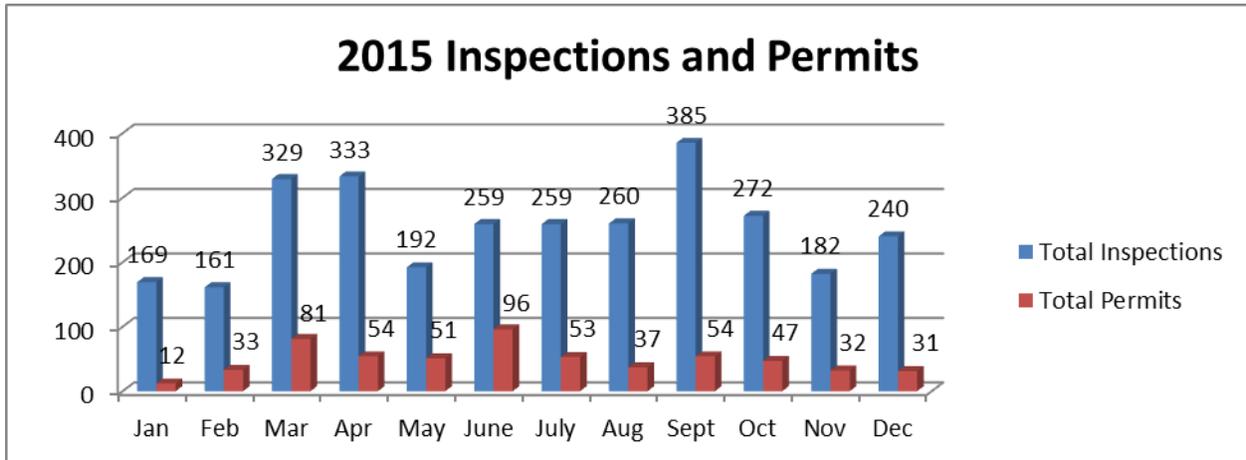
___ Resolution ___ Ordinance ___ Contract ___ Other (Specify) <u>Discussion</u>
Funding Source: <u>General Fund</u>
APPROVED FOR SUBMITTAL  
Planning and Economic Development Director Chief Building Official

STAFF RECOMMENDATION: Adopt the resolution by roll call.

Narrative of Timeline:

The following data outlines the building department's busy season starts in February significantly increases in March.

Inspection and Permit History



The addition of a second building inspector in early December necessitates additional administrative staff.

The ideal time for this individual to be trained by the Development Services Administrative Assistant and the Chief Building Official would historically be in the slower months. We currently have a temporary person that has been trained during the previous months. Staff is hopeful that this individual is interested in the permanent part time position. If she is interested, now, during ideal time to formalize this needed position.

PROPOSED
City of Norwalk
Job Description and Specifications

Job Title: Assistant Building Dept. Coordinator
Department: Development Services
Job Status: Part-Time 20 hours per week
Residency Requirement: Must live within
30 minutes response time area

Reports to: Planning & Economic Dev.
Director/Chief Building Official
Date: 3-4-16
Pay Range: On file with the City Clerk

Job Function:

Under general supervision of the Development Services Administrative Assistant, performs administrative and office duties. Responsible for maintaining standards of excellence in providing services to the community and support to staff members in the most effective and efficient manner. Performs other duties as may be required.

Equipment Used:

General office equipment and potentially a fleet vehicle.

Principal Duties and Responsibilities:

- Serve as the assistant customer service representative of the office assisting customers, guests or walk in traffic.
- Assists in the collection and reconciliation of daily revenues; prepares bank deposits and enter balance sheet data.
- Telephone support, directing calls to appropriate staff; addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Assist in locating information for citizens, department heads, other employees or consultants as necessary.
- Assists and provides principal backup to the Development Services Assistant.
- Ability to work in a fast paced environment and change priorities quickly.
- Receives and follows up on all permits; departmental records and schedules including work orders, inspections, licenses, filing, recording and related permitting.
- Assist other staff members as directed with correspondence, reports or projects as directed.
- Serves as backup secretary to the Planning & Zoning Commission, the Zoning Board of Adjustment, Construction Board of Appeals, and backup to the other boards and commissions as needed; assists in preparation of public hearing documentation and notices.
- Provides backup support in the purchase of office supplies citywide.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Comply with all safety rules and attend safety training as directed.
- Assist with preparation of monthly and annual reports in support of department.

- Performs administrative support during absences of Development Services Assistant or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.
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Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving scheduling, public contact and office equipment operation. College course work may be substituted for experience.

Required Special Qualifications:

- Knowledge of basic office procedures.
 - Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
 - Strong organizational and detail-oriented skills.
 - Ability to set up, maintain and retrieve municipal files accurately and consistently.
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Working Conditions:

- Works in an office setting.
 - Must be available for after hour meetings.
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Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Metro Area Staffing Comparison

CITY	STAFF	Contact	BUILDING PERMITS 3/15	INSPECTIONS	STORMWATER?
NORWALK	1 Chief Building Official 1 Building Inspector .5 Admin Asst	Tony Stravers	81 = total 12 of those townhomes and 8 single family	329	No
West Des Moines	Chief Building Official 4 Building Inspector II (one serves as a Plans Examiner) 3 Building Inspector I (1 1/2 time performs rental insp 2 Secretaries	Rod Van Genderen (rvangenderen@wdm.io wa.gov)	83 = total 20 of those single family or townhomes	422 Bldg; 217 Elec; 142 Mech; 149 Plumb; 759 rental housing (NOTE - significant number of apartments and Microsoft Alluvion)	Public Works/Engineer handles storm water concerns. Once building permit is issued, then Building Division handles storm water (construction site erosion control)
Clive	Building Official Building Inspector 2 Admin Asst	Ryan Mayer (rmayer@cityofclive.com)	40 = total 8 of those single family	135	Yes - depending on issue Bldg Dept is most hands on.
Altoona	Building Official 2 Building Inspectors 1 Admin Asst	Jeff Harden (jharden@altoona- iowa.com)	60 = total 14 townhomes 14 single family	441	Staff member dedicated to storm water management for residential/commercial/ subdivision
Pleasant Hill	Building Official Building Inspector Stormwater Coordinator Building Clerk	Michael Pardekooper (mjp@pleasanthillowa.or g)	6 = total 6 of those were single family	70	Stormwater Coordinator and Building Inspector handle stormwater
Waukee	2 Building Inspectors Admin Asst	Brad Deets (bdeets@waukee.org)	86 = total 52 of those single family and townhomes	373	Does NOT handle stormwater - all handled through Engineering Div in Public Works
Grimes	Building Administrator 2 Building Inspectors 3 Admin Asst	Scott Clyce (sclyce@ci.grimes.ia.us)	41 = total 15 of those single family	278	Handles storm water unless Developmental SWPPP's issues, then Engineering Staff handles