

**CITY OF FULSHEAR
JOB DESCRIPTION**

POSITION TITLE: Builder Services Secretary

POSITION STATUS: Non-Exempt

General Description: This position is responsible for providing administrative support to the Building Department and the administrative offices at City Hall.

Qualifications:

High School Diploma or GED is required. College or certified instruction in Public or Business Administration preferred. The person in this position must be able to pass background check and drug screening. Some travel required.

REPORTING RELATIONSHIPS:

Reports to: Building Official

Supervises: Has no supervisory responsibilities

ESSENTIAL DUTIES:

- Type's material as assigned including such items as correspondence, schedules, legal documents, reports, agendas, official minutes, statements, routine reports and other similar documents.
- Serves as receptionist for visitors to the department, providing information in a friendly and courteous manner.
- Assists the department head in communications with other City departments, the City Manager, the general public and, if instructed by the department head, the City Council.
- May assist other departments at the instruction of, or with the approval of, the department head.
- Assists the department head with scheduling appointments and meetings.
- Receives, opens and distributes mail.
- Prepares and maintains necessary files and records for the department in a logical manner that allows prompt retrieval.
- May be responsible for issuing checks and for receiving, receipting, depositing and accounting for cash received.
- Maintains a thorough knowledge of the department and a general knowledge of all city departments, programs and operations.
- Maintains adequate supplies and materials, and orders same when necessary.
- Other duties as assigned or required to perform the function of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

The ability to employ sound administrative and customer service skills in a team environment. The ability to organize files and documents; the ability to utilize computer software including Microsoft Office and Incode; the ability to communicate clearly both verbally and in writing and the ability to maintain confidentiality. Knowledge of bookkeeping procedures and cash handling associated with accounts receivable. Ability to perform physical demands of position as outlined in personnel manual.

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 the personnel so classified.

The Job Description does not constitute an employment agreement between the City of Fulshear and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.