


# CITY OF BONHAM JOB POSTINGS

## *Equal Opportunity Employer*

Persons with disabilities are encouraged to request assistance during the application process.  
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p><b>Date Posted: 10/28/2021</b>  <b>Closing Date: Open Until Filled</b>  <b>Positions Open:</b></p> <p><i><b>Notice:</b> The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>		
<b>Position:</b>	Administrative Assistant	<b>Job Status:</b>	Full Time
<b>Department:</b>	Community Development	<b>Supervisor:</b>	Mark Kinnaird, Director of Community Development
<b>Salary:</b>	Salary Range: \$25,000 to \$31,000 (\$12.02 per hour to \$14.91) DOQ		
<b>Duties:</b>	<p>Under general supervision, the purpose of the position is to perform typing, data-entry, clerical and filing duties for the Community Development Department. Position is also responsible for answering telephone calls, providing information regarding departmental programs/services, preparing/typing documentation, entering data into computer, maintaining files/records, and processing departmental mail and documentation. Position implements the department's permitting process. Position provides support to department staff and other city offices and operations. Performs related work as required.</p> <ul style="list-style-type: none"> <li>• Issues commercial, residential and non-profit entity permits;</li> <li>• Prepares and maintains individual files on each project;</li> <li>• Schedules inspections;</li> <li>• Issues certificates of occupancy;</li> <li>• Collects all payments related to permits, plan reviews, and licenses;</li> <li>• Checks for permit accuracy;</li> <li>• Inputs data into computerized records;</li> <li>• Maintains logs and tracking systems;</li> <li>• Follows-up with delinquent permits;</li> <li>• Coordinates complex permits and maintains status of progress.</li> </ul>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>• High school or GED</li> <li>• Must possess International Code Council Permit Technician certification or ability to obtain within one (1) year of hire.</li> </ul>		
<b>Requirements:</b>	<p>Preference may be given to candidates who have a working knowledge of building construction, blueprints, surveys, plats, or other related criteria. Preference may also be given for bi-lingual Spanish speaking candidates.</p> <p>To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</p>		

	<ul style="list-style-type: none"> <li>• COMMUNICATION SKILLS - Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.</li> <li>• CRITICAL THINKING SKILLS - Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.</li> <li>• INITIATIVE AND INGENUITY SUPERVISION RECEIVED - Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.</li> <li>• PLANNING - Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.</li> <li>• DECISION MAKING - Performs work operations which permit frequent opportunity for decision-making of minor importance and frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.</li> <li>• PUBLIC CONTACT - Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.</li> <li>• EMPLOYEE CONTACT - Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.</li> <li>• USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS - Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)</li> </ul>
<p><b>Overview:</b></p>	<p>Often under indirect supervision, the purpose of this position is to perform a variety of clerical and computer duties and to assist the public in various community development related situations.</p>