

REGIONAL BUILDING DEPARTMENT
Executive Administrative Assistant
Job Description

Job Title:	Executive Administrative Assistant	Department:	9801 BLDG ADMIN
Reports To:	Regional Building Attorney and Regional Building Official	Classification:	Non-Exempt
Pay Scale:	This position offers a competitive salary, commensurate with relevant education and work experience. The starting salary range is calculated between \$23.00 - \$27.08 / hr.	Job Type:	Full Time
Benefits:	Medical, dental, vision, paid vacation, retirement plan.		

Position Summary:

Pikes Peak Regional Building Department (the "Department") is currently looking for an experienced executive administrative assistant with minimum of three (3) years of government type of work or other legal work experience. The Executive Administrative Assistant will manage the day-to-day operations of the office(s), performing administrative duties for executive-level management. This individual will work closely with the Regional Building Attorney, Legal Administrative Assistant(s), Finance Department and Human Resources staff, the Regional Building Official, and other management staff preparing and filing legal documents; maintaining deadlines and corresponding tickler systems; managing calendars; preparing legal notices; managing electronic records; organizing and maintaining physical files and records; planning, scheduling, and coordinating meetings, appointments, and events; preparing and editing correspondence, reports, presentations, and meeting minutes; acting as governing bodies' secretary; responding to day-to-day customer and staff needs; and maintaining customer and partner agencies relations in a professional manner and environment. The Executive Administrative Assistant must possess strong (i.e., excellent) reading skills, writing skills, proofreading skills, computer and research skills, flexibility to learn and adjust to new processes and procedures, excellent interpersonal skills, and project coordination experience. Sensitivity to confidential matters may be required. Ability to accurately and timely comply with strict deadlines with zero tolerance for omission(s) or error(s) is a required skill for the position. Work is performed under the general direction of the Regional Building Attorney and the Regional Building Official.

Supervision of Others: CAM Day Porter

Core Values:

- Demonstrate strong written and verbal skills in the English language, including, but not limited to proofreading and editing.
- Demonstrate ability to work under pressure and deadlines with minimal supervision.
- Display dependability through attendance, follow through, and accurate completion of tasks.
- Show teamwork by cooperating with others, exhibiting a positive attitude, and communicating openly, consistently and directly; listen to others.
- Take initiative and act in a responsible manner. Show flexibility within established parameters.

Essential Job Functions:

- Prepare letters and other legal documents; issue and file such, as needed.

- Work with other staff, or take a lead on gathering, processing, and maintaining information for incoming variances, complaints against licensed and/or registered contractors, required personal appearances, dangerous building administrative proceedings, and resulting appeals; input the information accurately and timely into required software, applications, or systems.
- Assist with permitting, licensing, or registration process(es) within the Department, the Federal government, the State of Colorado, or any of their agencies, and create good working relations with those agencies' personnel.
- Accurately and timely prepare agendas for and resulting minutes from public meetings; comply with statutory or other posting requirements therefor, including but not limited to the Colorado Sunshine Act requirements; and electronically transmit meeting materials to committee/board/commission members and staff.
- Assist the Regional Building Attorney and the Regional Building Official in preparation for publicly held meetings, hearings, and trials; analyze and accurately interpret administrative, court, and other adopted or implemented procedures and rules; have knowledge of federal and state court rules; be able to promptly and accurately research such, as needed.
- Plan, organize and host, as needed, meeting rooms and events; schedule and coordinate with third-party vendors.
- Act as the Department's liaison, as needed.
- Contact and coordinate for the Regional Development Center's maintenance and cleaning.
- Calendar and maintain appointments and deadlines.

Qualifications:

Knowledge of:

- Legal, administrative and clerical procedures and systems such as electronic filing, word processing, managing files and records, transcription, designing forms, and other office procedures and terminology; knowledge of and experience in government type of work is a plus.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Outlook Office, Word, Excel, Publisher, Adobe, Colorado Courts E-Filing, Microsoft related platforms, but most importantly Microsoft Teams.

Ability to:

- Read, understand, and apply technical codes, and more specifically the Pikes Peak Regional Building Code, and its adopted codes by reference.¹
- Give full attention to what other persons are saying, understand tasks and matters communicated or assigned, ask questions, as appropriate, however without repetitive omissions, and not interrupt at inappropriate times.
- Communicate effectively and convey information both verbally and in writing, as appropriate, with factual accuracy.
- Problem-solve and display professionalism when working with the public and other governmental officials or staff.

Education and Experience:

¹ Department staff will reasonably train this person on the required knowledge, skills, and application thereof to successfully perform the job duties and responsibilities. The resulting / acquired code knowledge will be imperative for successfully performing a substantial part of the job duties and responsibilities.

Must have High School diploma or equivalent and three (3) years of administrative or clerical experience, preferably in a regulatory environment.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office environment; exposure to computer screens.

This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

Equal Employment Opportunity/Affirmative Action Statement:

The Department is an Equal Employment Opportunity/Affirmative Action employer. The Department will not tolerate unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, gender identity, military or veteran status, or any other applicable status protected by federal, state, or local law, or retaliation for engaging in protected activity.

Americans with Disabilities Act Compliance:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA requires the Department to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department.

Visit PPRBD.ORG, Careers (bottom left side), select appropriate Job Title, click on Apply to print/complete application. Submit your resume, cover letter with a brief summary as to why this position interests you, your qualifications, your professional references, and the application to Karenv@pprbd.org .