

City of Eufaula Job Description

Job Title:	Code Enforcement/Admin. Asst.	Department:	Public Works
Location:	Public Works Shop	Position Type:	Full-Time/Non-Exempt
Position Reports To:	Public Works Director	Salary Range	\$30-\$35 K
Job Description			
<p>Conditions of Employment</p> <ul style="list-style-type: none"> Must be at least 18 years of age. Subject to a pre-employment criminal background check. Subject to post offer, pre-employment drug screen. All employees are required to comply with all provisions of City of Eufaula’s substance abuse policy, including random drug and alcohol testing. Possession of a valid Oklahoma driver’s license with an acceptable driving record. <p>Role and Responsibilities</p> <ul style="list-style-type: none"> Perform code enforcement duties as necessary including citywide inspections, issuing citations to violations, mailing notices of violations, etc. Use of computer to generate reports, transcribe minutes from meetings, create presentations, and conduct research. Maintain polite and professional communication via phone, email, and mail. Read and analyze incoming memos, letters and emails, and distributing them as needed. Perform office duties to include ordering supplies, checking the mail, Occasional travel is required to attend training and seminars for City purposes. <u>All other duties as necessary.</u> <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> Must maintain a valid Oklahoma Driver’s License and have a good driving record for the previous three years. Must have advanced knowledge of and experience with computer based operations and software including Microsoft Office (Word and Excel) and Gmail, as well as printers, copiers and fax machines. Must be detail and action oriented, and work well independently and as part of a team. 			
Applicant Printed Name:			
Applicant Signature:		Date:	

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.