



## ADMINISTRATIVE ASSISTANT (part time) – Building & Housing Divisions

**Reports to:** Director of Planning and Development, or designee

**2025 hourly pay rate:** \$14.42 - \$32.78, commensurate with experience

### POSITION SUMMARY

The part-time Administrative Assistant position provides exceptional customer service while adhering to the regulatory requirements of legislation and policies administered by the City. The Administrative Assistant works with the Housing Administrator and Office Manager to perform a variety of administrative and project duties in support of the Building and Housing Divisions, Planning and Development Department, including handling public inquiries and concerns; ensuring contractors, residents, and property owners understand rental, point of sale, building, and zoning processes and procedures; handling money in a secure manner; maintaining departmental records; reviewing applications to ensure they are properly completed; working with City staff to ensure efficient management of transactions; and assembling documentation for public records requests.

The Administrative Assistant assists residents with home repair programs to conserve the quality and expand the City's housing stock, including researching and retaining knowledge of home repair resources and loan programs. Position is onsite at City Hall, Monday – Friday, 5 hours/day, from 10 AM - 3 PM, or as otherwise scheduled by the Administrator.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide an outstanding customer experience while projecting a professional image through in-person, telephone, and written interactions
- Issue and/or track building permits through the zoning and permitting processes;
- Track residential and commercial properties during the rental inspection and point of sale inspection processes;
- Issue contractor registrations, rental inspection certificates, point of sale transfer licenses, and escrow release documents, under direction;
- Maintain internal systems to ensure that all files, letters, reference manuals, field inspection reports, permit files, blueprints, drawings, and other data or material is maintained in an organized fashion;
- Assemble requested documents for public records requests, under direction;
- Maintain a list of public and private housing programs available to Maple Heights property owners;
- Research best practices, new housing programs;
- Assist the Housing Manager with sharing home repair resources with community stakeholders;
- Review departmental files in accordance to the City's Records Retention Policy and recommend documents for destruction;
- Answer questions from owners, prospective owners, tenants, real estate agents, residents, and contractors regarding the housing inspection and building permit processes;
- Respond to general resident inquiries;
- All other duties as assigned.

### EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D. and one (1) year of experience in an office setting. Housing, real estate, or related professional experience preferred.

To apply, submit resume and a City application to [HR@mapleheightsohio.com](mailto:HR@mapleheightsohio.com). Applications are available at [www.citymapleheights.com](http://www.citymapleheights.com), or at Maple Heights City Hall. Full submissions can also be dropped off in person at Maple Heights City Hall, Attn: Human Resources Department.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The City of Maple Heights is an Equal Opportunity Employer and a drug-free and smoke-free workplace.**

*Position will remain open until filled.*

*May, 2025*