

## **CITY OF BRADFORD**

**POSITION: Department of Public Works Permit and Zoning Secretary**

**UNION AFFILIATION: AFSCME- (GRADE III)**

**LOCATION: CITY HALL, 24 KENNEDY STREET, BRADFORD, PA 16701**

**DEPARTMENT: DPW / PERMITTING / ZONING/ PARKS**

**HOURS: 8:00 AM - 4:30 PM MONDAY – FRIDAY**

**SUMMARY: Provide a variety of clerical and secretarial duties for the Department of Public Works, Zoning Department and Parks Department.**

### **PUBLIC WORKS:**

- Answer incoming calls for Department of Public Works / Zoning / Permitting Department.
- Receive customer or resident complaints, email work orders to foreman in public works.
- Organize and maintain Public Works documents and files.
- Reconcile monthly fuel/gas statements for all City Departments.
- Send out public notices for scheduled Public Works related activities.
- Create an annual salt contract, Costars and necessary resolution for council approval.

### **ZONING:**

- Work closely with Zoning Officer on zoning related issues.
- Complete Zoning Compliance Certificates after approval from Zoning Officer/Zoning Board.
- Serves as Secretary to Zoning Board
- Organization and preparation of Zoning Hearings.
- Attend and record meeting minutes for distribution and approval.

### **PERMITS:**

- Distribute permit applications and review for completeness.
- Distribute LERTA information to Building Permit applicants.
- Assist the public with questions related to all building permits, street opening permits and sidewalk permits generated by the City of Bradford.
- Create permits in City database and invoices to send to Treasurer's office.
- Collect and deposit monies in a timely manner for permits and Business Privilege Taxes.
- Disburse copies of permits to McKean County Assessor's Office monthly.
- Track and disburse monthly business privilege collections.

### **HARB**

- Take applications from local businesses.
- Serves as Secretary of the board.
- Organization and preparation of HARB meetings.
- Attend and record meeting minutes for distribution and approval.
- Create and send resolutions to city council for final approval.

### **PARKS DEPARTMENT:**

- Answer calls concerning rental of Parks facilities.
- Book pavilion/facility rentals, process payment and inform Parks Department of rentals.
- Follow up on unpaid rentals prior to booked dates.
- Process invoices for payment.
- Process additional invoices as requested by Parks Director.

### **LIQUID FUELS/COUNTY AID MS339**

Keep documentation for State funded projects including Resurfacing and Equipment/ Material purchases and bidding aspects related to these projects:

- Prepare Legal Advertisements for bid with specifications.
- Get city bond details.
- Award and Notice to Proceed.
- Maintain all documentation related to projects.
- Reconcile monthly bank statement for annual liquid fuels deposits and expenditures through Department of transportation DOTGRANTS website.
- Process FHWA-536.

### **PLUMBING:**

Secretary for the Plumbing Board job duties would include scheduling plumbing inspections, The correspondence of the plumbing inspector and plumbing board, invoicing of registered plumbers for annual license renewal. Maintain files related to resident and non-resident plumbers, help facilitating Plumbing Tests:

- Distribute applications.
- Set up plumbing exams dates with Plumbing Board.
- Advise applicants of exam dates and grades of exam.
- Create and invoice new plumbers.

### **QUALIFICATIONS FOR THE POSITION:**

An associate degree from a business school, college or university in a related field; or an equivalent combination of education and experience. A background in municipal operation and or familiarization with codes and ordinances a plus.

1. Knowledge of local government services, codes and ordinances.
2. Excellent knowledge of grammatical rules and standards and ability to type.
3. Knowledge of basic accounting principles.
4. Knowledge of computer systems including Microsoft Windows, Microsoft Office, Outlook, email, Word, Excel, Power point, etc.
5. Knowledge of document retention and records management.
6. Knowledge of secretarial and administrative practices.

### **SKILLS:**

Experienced professional customer service individual with polite office and phone etiquette. Cooperative team-player attitude and behaviors are essential. Appropriate oral and written communication skills to record information in precise written form. Highly skilled computer operations using common and advanced applications. Individual must have strong and accurate mathematical and accounting skills and experience. Proficiency at operating office equipment including copiers, scanners and fax machines. Competent organizational skills, document and database management and record keeping skills are necessary. The person must possess the capacity to learn and willingness to adapt to evolving hardware, new software, technology, processing and procedures.

### **MINIMUM ABILITIES:**

Ability to work effectively and maintain a positive attitude while working with others. Capacity to identify what information is needed by others for the correct action. A competence to deal in a fair,

consistent and courteous manner with a variety of individuals. The ability to show equal consideration of others regardless of ethnicity, gender, beliefs or personal style. Intellect to record documents and process complex information in a timely manner. Dynamic nature to fulfill requests or otherwise provide services, accurate information or assistance to coworkers and customers in a courteous manner. Desire to present a positive image of the department and the City of Bradford. Discernment to safeguard sensitive or confidential information from intentional or unintentional disclosure. A level of proficiency to maintain an accurate and legible record of official City business. Responsible to set goals and accomplish the job correctly.

**Special Requirement:**

Position requires attention to detail to compose, type and proof-read materials. Efficient time management skills to establish priorities and meeting deadlines. Must be able to remain even tempered and work in a fast-paced environment with demonstrated ability to effectively manage multiple competing tasks. Must have the ability to learn existing policies and procedures and apply them evenly across any varied situations that will arise.

**PHYSICAL DEMANDS:**

- Sitting:** Would be performed frequently, up to six (6) hours per day, and would be intermittent in conjunction with the duties required of the staff.
- Standing:** Would be performed frequently, up to six (6) hours per day, and would be intermittent in conjunction with the duties required of the staff.
- Walking:** Would be occasional, up to 2 hours daily, to access the copying machine, postage machine, retrieve books or supplies, walk to co-workers' desk areas.
- Lifting:** Would be occasional and less than two (2) hours daily, with a maximum of 20 to 25 pounds, which would be computer paper obtained from the supply room. Regular lifting of less than 10 pounds intermittent throughout the day with items such as a telephone receiver, pens and paper or paperwork.
- Bending:** Occasional, less than one hour daily, to lift computer paper, bend to obtain materials from lower file cabinet drawers.
- Twisting:** Would be performed frequently and required up to 5 hours per day daily to accomplish regular office duties.
- Climbing:** Would be less than one hour daily and would be intermittent such as attending meetings in-house. The employee may climb one or two flights of stairs to attend. There is no climbing of ladders required.
- Squatting:** This activity would be required throughout the year, to retrieve paper, file in cabinets or re-supply paper in printer/copy machine.
- Kneeling:** This activity would be occasional throughout the year, to retrieve paper from boxes in the supply room, file or re-supply paper in copier.

**Pushing:** Would occur less than 1 hour daily in accessing the filing in file drawers.

**Pulling:** Would occur less than 1 hour daily to utilize the filing in file cabinet.

**Reaching:** Would be constant, up to 5 ½ hours per day, to perform all job duties. This would include typing, utilizing the printer, computer, phone, calculator, postage machine or completing paperwork, filing or retrieving supplies.

**Hand Usage:** Constant, up to 5 ½ hours daily for all activities as described within the reaching category.

**Foot Usage:** Would be performed regularly for standing and walking. Walking occurs on carpet or tile floor.

## **WORK ENVIRONMENT**

The office environment varies in noise level from quiet to moderate noise.

**Environment:** The employee works inside the City Hall Office Building.

**Hours:** Monday- Friday, 8:00AM to 4:30PM, one-hour unpaid meal period, two 15 minute breaks.

## **SELECTION GUIDELINES:**

Guidelines for replacement of personnel in this position should include formal application, initial screening, related testing, reference checks and final interview with hiring authority. These duties listed above are intended only as illustrations of the variety of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position or if the individual holding this position has the ability, training, and skills necessary to undertake duties beneficial to this department and to the City of Bradford.

The **DPW/PERMIT AND ZONING SECRETARY (GRADE III)** reports to the City Administrator and could be required to undertake duties and assignments at the discretion of the City Administrator that may not be included in this job description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of this position change. Will provide assistance or coverage to other clerical positions as may be required to in absences or illness of other employees occasionally. Other duties may be assigned within the scope of this position.

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City Administrator

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Date

Last update 7/31/2025