



JOB POSTING
Support Specialist
Full Time
Starting Salary: \$32,500.00 DOQ

JOB SUMMARY:

This position performs administrative duties for the Public Works Department, City Secretary, and City Manager as required. This position requires strong customer service skills and will have many daily interactions with citizens both by phone and in person.

JOB DUTIES:

- Prepares, writes, and conducts the Planning & Zoning Commission and the Zoning Board of Adjustments agendas and minutes in accordance with the Texas Open Meetings act and the Town's Ordinances.
- Issues building permits and other applicable permits, license, and certificates of occupancy within the Public Works Department; provides information and documents to contractors, developers, general public, and other parties related to building and development within the town.
- Prepares required legal publications, inspection schedules, and reviews permit applications for completion.
- Responsible for accepting payments for all departments, prepares the daily deposit, and reconciles the cash handling.
- Cross train with the other Support Specialist for utility billing, creating service orders, meter reading, etc.
- Performs general secretarial duties for the Public Works Department, the City Secretary, and any other Department Head as required.

QUALIFICATIONS:

- Must have excellent telephone etiquette and customer service;
- Be able to operate a variety of office equipment including telephones, computers, copy machines, and facsimile machines; experience in cash handling;
- Be able to communicate clearly and concisely in both written and verbal communication;
- Perform and understand simple mathematical calculations and simple accounting tasks;
- Have a High School Diploma or GED with at least two years office clerical experience. Municipal Government experience preferred;
- Permit Tech experience preferred;
- Must have a valid Driver's License;
- Must be able to type 40 wpm;
- Must be able to pass a background check.

Provide a resume and a Town application to the Human Resources Department at Town Hall at 1614 S. Bowen Rd., Pantego, Texas 76013 or soverstreet@townofpantego.com