

**CITY OF DAYTON**  
**Office Specialist I**

**Job Title:** Office Specialist I  
**Working Title:** Code Enforcement/Building Permit Specialist  
**FTE:** 1.0  
**Department:** Administration  
**Reports to:** City Recorder  
**FLSA Status:** Non-Exempt  
**Date Developed:** July 14, 2006  
**Date Revised:** October 30, 2020

**HOURLY RATE:** 17.61-19.81/hour; depending upon qualifications

**HOURS OF WORK:** 40 hours per week; special events.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Recorder.

**GENERAL STATEMENT OF DUTIES:** Performs a variety of administrative, clerical and technical duties in support of the City's local code enforcement program to ensure compliance with a variety of Municipal Codes. Serves as the primary contact for all building and construction permit processes. Performs other duties as assigned.

The successful candidate must have the ability to understand and carry out oral and written instructions; work independently in performance of regular assignments; maintain good working relationships with other employees, supervisors and the public.

**TYPICAL EXAMPLES OF WORK:** The following description sets forth the typical examples of work for this position, but does not include other occasional work which may be similar, related to, or a logical assignment to the position:

**A) General Office Support**

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, and data processing.
- Assists with rentals of the Dayton Community Events Center.
- Maintains and administers the business registration program.
- Provides Notary Public services.
- Other duties and special projects as assigned.

**B) Code Compliance Officer**

- Responds to complaints and code enforcement issues from the public.
- Interprets, applies and enforces Code and Ordinances.
- Work involves interpreting technical legal provisions and administrative directives pertaining to code enforcement.
- Advises and educates the public on violations, compliance, and other aspects of the codes and ordinances.
- Maintains up-to-date knowledge of applicable Municipal Codes, regulations and ordinances.
- Prepares routine correspondence and reports related to violations and their resolution; may participate in City Council Hearings or Municipal Court proceedings.
- Performs routine work in the investigation of potential violations, including taking photos, working with assigned deputies, preparing reports and applicable correspondence (i.e.: warning

letters, correction notices, hearing notices and issuing citations), and follows up with complainants as to the status of the case.

- Maintains inspection and enforcement files, documents, reports, logs, findings, correspondence, enforcement, and related records.

### **C) Building Permit Specialist:**

- Serves as primary contact on all building and construction permit processes.
- Provides general zoning, building information, and application forms to building permit applicants and the general public
- Provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.
- Works with City Engineer, Public Works Director and City Manager to ensure permits are processed in accordance with City code requirements.
- Issue reports in a timely manner to assure prompt payment of Building Official and any state or county reporting requirements.
- Provide permit status to customers for permits in process.
- Maintains work flow charts, building fees, calculation work sheets, and other shared information, and forms in a neat, orderly, well-marked and easily accessible fashion.

### **OTHER IDENTIFIED TASK STATEMENTS/DUTIES**

- Serves as backup to the Court Clerk.
- Serves as backup to assist customers in front office and library.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

### **MANDATORY MINIMUM QUALIFICATIONS:**

- Graduation from high school education or GED equivalent
- Any equivalent combination of education and experience; and
- Valid Oregon Driver's License.

### **DESIRABLE QUALIFICATIONS:**

- Bilingual - Spanish
- Previous experience in a municipal office environment in which a variety of duties was required in the performance of job duties.

**PHYSICAL DEMANDS OF POSITION:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office

equipment. The incumbent of this position will also be required to operate a city-owned vehicle and may be required to work in a field setting. Limited walking may also be required.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from public; may occasionally be required to work some overtime. A portion of the incumbent's time will also be spent in the field, primarily in a city-owned vehicle, but sometimes on foot. On occasion may enter private property (with permission) accompanied by staff or assigned deputies.

**BENEFITS:** The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 10 paid holidays 8 hours floating holiday per year
- 96 hours vacation per year
- PERS (employer paid)
- Employment physical, drug test, and criminal background check may be required.

#### **ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Office Specialist I position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Revised: November 2, 2020