



CITY OF GERING

Job Posting Notice

Job Title: Administrative Support Specialist

Department: Engineering

Pay Scale: Grade 14: \$18.38 - \$27.16 (based on experience & longevity)

Application First Review: 4:00pm, Friday, September 20, 2024 (open until filled)

Job Description: Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

The City is seeking a dedicated Administrative Support Specialist to join our Engineering Department. This full-time position provides essential administrative and clerical support to ensure the efficient operation of city functions. Key responsibilities include acting as Secretary to the Planning Commission, preparing and distributing meeting agendas, minutes, and follow-up materials, managing office tasks, processing a variety of permits, assisting with code enforcement, and maintaining accurate records.

This role is ideal for a self-starter with strong multitasking abilities and a commitment to public service. If you are organized, detail-oriented, and capable of handling various administrative duties, we invite you to apply for this exciting opportunity.

Please submit your application along with your resume and cover letter outlining your qualifications and why you are the ideal candidate for this position.

City of Gering
Shannon Goss
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
Fax: 308-436-6899
sgoss@gering.org



JOB DESCRIPTION

Title: Administrative Support Specialist

Type: Full Time Part Time Seasonal

Department: Engineering

FLSA: Exempt Salary

Reports to: City Engineer

Non-Exempt Hourly

Pay Grade: General / 14

Date Adopted: September 2024

Previous Revision Date:

Union: Yes No

Last Revision Date:

Safety Sensitive: Yes No

Job Summary:

The Administrative Support Specialist provides comprehensive administrative and clerical support to ensure the efficient operation of the City Administration and Engineering department. This role involves managing office tasks, assisting with code enforcement activities, and maintaining accurate records of meetings and other official activities.

Essential Functions:

1. Administrative and Secretarial Duties:

- Perform general office duties such as answering phones, handling correspondence, and managing calendars.
- Organize and maintain files, records, and documentation. Prepare and distribute meeting agendas, minutes, and follow-up materials.
- Attend meetings and record and accurately prepare minutes.
- Prepare and arrange for the publication of meeting notices, bid notices, RFP/RFQ, etc.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Crosstrain with Clerk and Utility Offices to provide support.

2. Building Permits/Planning and Zoning Duties:

- Secretary to the Planning Commission.
- Process, record, and assist in the issuance of all permits, including but not limited to building, plumbing, mechanical, fence, demo, sign, and roofing
- Schedule inspections. Maintain records of issued permits and inspections.
- Process planning and zoning applications, including zone changes, conditional use permits, preliminary and final plats, and annexations
- Reconcile monthly ROA accounts for roofing, plumbing, and other permits, and send out monthly statements/invoices

3. Code Enforcement Assistance:

- Support code enforcement officers by preparing notices, reports, and documentation related to code violations.

- Respond to public inquiries and complaints regarding code enforcement issues.
 - Maintain records of code enforcement activities and track follow-up actions.
4. **General Administrative Support:**
- Process RFP/bid paperwork and issue paperwork/contracts for bids
 - Ensure compliance with office policies and procedures.
 - Support activities related to the Problem Resolution Team (PRT) and Land Bank.
 - Periodically support tourism activities and special events.
 - Perform other related duties as assigned to support the overall functioning of the City.
-

Qualifications:

1. Education and Experience:

- High School Diploma or equivalent.
- Must be 18 years of age or older.
- Associate's degree or higher preferred, preferably in business administration, public administration, or a related field; or equivalent experience.
- 3 years in administrative or clerical experience, preferably in a municipal or engineering environment.

2. Necessary Knowledge and Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
 - Strong organizational and multitasking abilities.
 - Excellent written and verbal communication skills.
 - Ability to maintain confidentiality and handle sensitive information.
 - Detail-oriented with a high degree of accuracy in work.
 - Customer service-oriented with the ability to interact professionally with the public and staff.
 - Self-starter and work independently.
-

Tools & Equipment Used:

- Standard office equipment such as computer, printer, and fax.

Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating office equipment.
- Ability to sit or stand for extended periods of time.
- Ability to lift and carry office supplies and equipment up to 20 pounds.
- Hearing abilities: hear normal conversation and telephone communication, hear and comprehend audio recordings accurately.

Work Environment:

- Office setting within a municipal building
 - Frequent disruptions
 - Occasional travel within the City for meetings and site visits.
-

Supervisory Responsibility:

- None
-

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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 the job change.

Approved:

Pat Heath

City Administrator

09/03/2024

Date



Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient. The application will be used for the initial review to select applicants for interviews.
2. **Resume & Cover letter are required:** A resume and cover letter must be submitted with the job application.
3. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
4. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
5. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
6. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces? Yes No

Describe any training received relevant to the position for which you are applying:

REFERENCES WE MAY CONTACT:

Name Years Known Telephone Business

Name Years Known Telephone Business

Name Years Known Telephone Business

EMPLOYMENT HISTORY:

Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone _____
Address _____	Starting Pay _____
Supervisor's Name _____	Ending Pay _____
Job Title _____	Employment Dates: _____
Describe your work _____	From: _____
	To: _____

Reason for leaving

Company Name _____

Telephone _____

Address _____

Starting Pay _____

Supervisor's Name _____

Ending Pay _____

Job Title _____

Employment Dates:

Describe your work _____

From: _____

To: _____

Reason for leaving _____

Company Name _____

Telephone _____

Address _____

Starting Pay _____

Supervisor's Name _____

Ending Pay _____

Job Title _____

Employment Dates:

Describe your work _____

From: _____

To: _____

Reason for leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:

1025 P Street
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to sgoss@gering.org