

CITY OF BRIGHTON
PART-TIME COMMUNITY DEVELOPMENT CLERK

Seeking qualified applicants for a part-time Community Development Clerk

Under the direction of the Community Development Manager, the ideal candidate will provide clerical support to the Community Development Department including but not limited to: exemplary customer service, routine administrative and clerical work, a positive and welcoming attitude when greeting customers in person, on the phone and through email. Assist customers by determining their needs, schedule inspections, enter permit applications; verify documentation related to permits and payments; work with City staff and customers resolve general issues.

Necessary Qualifications include:

- High School Diploma required. College degree in business related field preferred.
- Minimum of three (3) years' work experience, one (1) year experience in municipal government preferred.
- Must be able to demonstrate proficiency in the use of Microsoft Office software

Must be willing to work an average of 24 hours per week. Starting rate of pay is \$17.00 per hour. Interested applicants should complete a City of Brighton application and a send resume with a letter of interest to:

Michelle R. Miller
Human Resources Manager
200 N. First Street
Brighton, MI 48116
or
millerm@brightoncity.org

Resumes will be accepted through Friday, September 24, 2019 at 4:00 p.m. Applications and full job description available on City's website at www.brightoncity.org. EOE.

CITY OF BRIGHTON

JOB DESCRIPTION

PART TIME COMMUNITY DEVELOPMENT CLERK

<u>SUPERVISED BY:</u>	Community Development Manger
<u>SUPERVISES:</u>	None
<u>FLSA:</u>	Non-Exempt
<u>Union:</u>	TPOAM
<u>BENEFITS:</u>	Not Applicable

Position Summary

Under the direction of the Community Development Manager, provides clerical support to the Community Development Department including but not limited to: providing exemplary customer service, perform routine administrative and clerical work while exhibiting a positive and welcoming attitude when greeting customers in person, on the phone and through email to determine their needs and assist them in obtaining the correct services, scheduling inspections, entering permit applications, verifying documentation related to permits and permit payments; working with employees and customers to answer questions and resolve general issues. Work assignments may also be given by the Executive Assistant to Community Development through the direction of the Community Development Manager.

Demonstrated Personal Qualities:

- Self-Starter
- Personable and Professional
- Adaptable

Essential Duties and Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. To perform this job successfully, the individual must be able to perform each essential function satisfactorily.

- Provides clerical support to the Community Development Department including, but not limited to: meeting scheduling, correspondence, filing, mailings, and special projects.
- Maintains Community Development/Planning Department site plan, zoning and project files. Maintains project tracking status reports and records.
- Provides direction, guidance, and assistance to customers on the phone, through email and front counter attendance on Community Development related matters.
- Assembles and bundles reports generated by the Community Development Department.
- Manages/compiles Planning Commission, Zoning Board of Appeals agenda packets.
- May serve as recording Secretary for the Planning Commission, Zoning Board of Appeals, and other permanent or temporary boards and commissions. This responsibility will require attendance at evening meetings.
- Serves as a "point person" for the site plan review distribution process including receipt of site plans from developers, architects, engineers and real estate professionals, and distribution thereof to the various reviewing parties including in-house departments, consulting firms and outside agencies such as the Brighton Area Fire Authority.

- Enters information into computer to prepare correspondence, reports, bills, statements, receipts, and documents.
- Responsible for Special Projects as directed by the Community Development Department.
- Assumes special projects as delegated.
- Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education and Experience:

- High School Diploma required. College degree in business related field preferred.
- Minimum of three (3) years' work experience, one (1) year experience in municipal government preferred.

Necessary Knowledge, Skills and Abilities:

Excellent verbal communication skills, an ability to respond and interact with internal and external customers in a courteous and professional manner, and the capacity to multi-task and maintain one's composure in a fast-paced environment, working knowledge of general office procedures and practices, strong organizational skills, able to work independently and in a team environment, proficient typing and data entry skills. Must be able to demonstrate proficiency in the use of Microsoft Office software, as well as related web-based computer software programs. Must be willing to work an average of 24 hours per week.

Performance Aptitudes

- Physical Ability: Tasks require the ability to exert light physical effort including but not limited to lifting, carrying, pushing and/or pulling of objects and materials of lightweight (generally 25 pounds or less). Tasks may involve extended periods in seating position and at a keyboard or workstation.
- Project Management: Tasks require the ability to schedule, coordinate and manage various projects of varying degrees of difficulty, size and complexity
- Social and Interpersonal Communication Skills: Position required professional, social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.
- Reasoning: Position requires situational reasoning skills allowing the ability to exercise judgement, decisiveness and innovation in situations involving broader aspects of the organization.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends that majority of their time in an office setting with a controlled climate where they sit and work on a computer; communicate by phone, email, or in person and move around the office.

CITY OF BRIGHTON

APPLICATION FOR EMPLOYMENT

To The Applicant: We appreciate your interest in the City of Brighton and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position that, in our judgment, best meets your qualifications.

The City of Brighton is an Equal Opportunity Employer

Instructions:

Please print the requested information in the spaces provided below.

Date of Application: _____
Month/Day/Year

Date Available to Begin Work: _____
Month/Day/Year

PERSONAL INFORMATION

Last Name	First	Middle	Social Security Number
Street Address			Home Telephone
City, State, Zip			Mobile Telephone
In Case of Emergency, Notify:			
Name		Address	Telephone Number
Are You Legally Eligible For Employment in the U.S.??*		Are You 18 Years or Older?	
If related to any elected or appointed City Officers, state name and relationship to you.			
Have you ever been convicted of a crime?		<input type="checkbox"/> YES (explain)	<input type="checkbox"/> NO
(A criminal conviction record will not necessarily prohibit you from being employed.)			
If YES, please list date, place and nature of offense.			
Are there any felony charges presently pending against you?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

* The City of Brighton conforms to the Immigration Reform and Control Act of 1986, which requires you to furnish documentation showing your identity and legal authorization to working the United States once you have been offered employment.

EMPLOYMENT DESIRED

POSITION (S) APPLIED FOR: _____	DEPARTMENT(S):	Public Works <input type="checkbox"/>	Finance <input type="checkbox"/>
		Water & Sewer <input type="checkbox"/>	Police <input type="checkbox"/>
		Fire <input type="checkbox"/>	Clerk <input type="checkbox"/>
		Bldg/Planning <input type="checkbox"/>	Other <input type="checkbox"/>
		Assessing <input type="checkbox"/>	
PAY/SALARY DESIRED: _____			
Kind of Work Sought: Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/>			
If part-time or seasonal, please specify days, hours, or time of year sought: _____			

FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

PLEASE PRINT ALL INFORMATION

Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

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Address City, State	Employed (month/year) From To
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List Job Title & Responsibilities	Reason for Leaving

<p>Have you ever been discharged or requested to resign any job? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please explain circumstances _____</p> <p>_____</p> <p>Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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EDUCATION

Applicants for certain positions may be required to provide transcripts

EDUCATION	Name & Location of School	No. Of Years Completed	Subjects Studied	Degree Earned
High School				
College/ University				
Vocational/ Trade/Graduate				

GENERAL

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

A current drivers license is required for certain positions in the following departments:
Police, Fire, Public Works, Water & Sewer, Bldg/Planning and Assessing

If you are applying for a position in a listed department,
Do you presently have a valid Michigan driver's license? YES NO

Type of License: Operators License Commercial Drivers License (CDL)
License No. _____ Endorsements _____
Expiration Date _____ Current Number of Points _____

(A license check will be conducted for applicants for positions requiring a drivers license)

Police Applicants Only:

Are you certified or have you completed the Michigan Commission
On Law Enforcement Standards (MCOLES) basic police training to be
a certified law enforcement officer in the State of Michigan? YES NO

U.S. Military Service:

Branch of Service _____ From _____ To _____
Rank or Rating _____ Type of Discharge _____

PHYSICAL RECORD

MEDICAL EXAMINATIONS: In accordance with the provision of the Americans With Disabilities Act, the City of Brighton may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS. I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Brighton, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City may be immediately terminated.

Applicant's Signature _____

REFERENCES

Please give the names of 3 people, not related to you, whom you have known for over one year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

SIGNATURE

(Read carefully before signing)

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City to release to the City any information they have regarding me without providing written notice to me.
- I authorize the City to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the City from any liability in connection with such use or disclosure.
- If I am hired by the City, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City as they are from time-to-time changed, with or without notice to me.
- If I am hired by the City, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that, except as set forth in any collective bargaining agreement, the City can terminate the employment relationship at any time, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other City document or any verbal statement to the contrary. No one except the Mayor, with City Council Approval, can enter into any kind of employment relationship or agreement with is contrary to the above. To be enforceable, such relationship or agreement must be in writing and personally signed by the Mayor and myself.
- If I am hired by the City, I understand and agree that any and all claims or disputes that are subject to state or federal court jurisdiction, and which arise between myself and the City or its agents, shall be submitted to arbitration for resolution under the provisions and authority of the Michigan Arbitration Act, MCL 600.5001 and MCR 3.602. I understand that my agreement to arbitrate these disputes does not waive or limit any of my substantive rights or remedies.

Applicant's Signature _____

Date: _____