



The City of Valdez Planning Department is in search of a dynamic, self-starter with excellent customer service skills to fill the position of Administrative Assistant & Permit Specialist.

This is the front-facing position for the Planning Department acting as the first point of contact with residents, business owners, and visitors alike. This position performs application intake for building permits, business registrations, and land use permits. Other duties include permit fee collection, inspection scheduling, and telephonic communications. Successful applicant must be able to troubleshoot requests and elevate to the appropriate person within the department.

Working under department head supervision, the position performs advanced clerical, administrative and/or purchasing duties for Planning Department. Manages billing, regulatory permits, and/or technical processes of the City to include permit tracking, and file/database management.

This is a full-time, fully benefited, permanent position working 37.5 hours per week with some occasional overtime. Rate of pay is \$26.87 - \$28.76 per hour (\$52,402 - \$56,073 per year). The City maintains an attractive benefits package which includes affordable health insurance with low deductibles, matching retirement plans, and ample PTO accrual.

Position is open until filled, review of applications begins October 1, 2021. In-person interviews to be scheduled the week of October 11, 2021.

For complete job description or to apply visit www.governmentjobs.com/careers/Valdez.