



**CITY OF KENAI**  
invites applications for the position of:

## **Administrative Assistant III / Code Enforcement Officer**

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<b>SALARY:</b>	\$26.85 - \$28.86 Hourly
<b>DEPARTMENT:</b>	Planning & Zoning
<b>OPENING DATE:</b>	06/24/22
<b>CLOSING DATE:</b>	07/15/22 05:00 PM
<b>JOB DESCRIPTION:</b>	

The Administrative Assistant III is an administrative and technical support position, which reports to the Planning Director within the Planning and Zoning department. The Assistant performs a broad range of administrative, technical, and clerical duties working under the supervision of the City Planner, including code enforcement. The assistant manages a wide variety of land, permit, and Geographic Information System (GIS) mapping databases and tasks such as sign and permit reviews, land lease and sale document preparation, and providing customer service. The employee must exercise independent initiative and judgment in applying professional techniques and principles to analyze situations. This position requires daily contact with the public, government agencies, other City employees, and municipal contractors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide technical information and administrative support in all functions and operations of the City's Planning and Zoning Division, including zoning, code enforcement, mapping, permitting, and land management.
2. Process applications, including applications for conditional use permits, land lease and sale, subdivision plats, variances, encroachments, rezones, and home occupation permits.
3. Prepare meeting materials, staff reports, and notices for Planning and Zoning Commission meetings, prepare meeting room, and attend meetings when requested.
4. Maintain a variety of files, documents, records, and databases including maps, permits, lands, and code enforcement; maintains project files; develop organized tracking systems; manage records and archive files.
5. Assist the Planning Director in the administration of all matters relating to Planning & Zoning and Land Management, including responding to public inquiries and complaints or observations of potential zoning code violations or other violations of the Kenai Municipal Code related to Planning & Zoning.
6. Perform purchasing duties in accordance with City policies and procedures; participates in the budget process, including obtaining quotes, preparing requisitions, and placing orders.
7. Prepare letters, memos, reports, tables, legal or technical documents, charts, resolutions, forms, and brochures; create maps and drawings; review and completes documents and forms.
8. Collect distribute, and send mail, and prepare out-going mail; prepare mass mailings to public.
9. Attend and take notes at various meetings as assigned; often in public meetings that may take place outside of standard City working hours, including attending City Council meetings, department head meetings, and Planning and Zoning Commission meetings.
10. Schedule meetings and appointments and make travel arrangements, as assigned, in accordance with City policies and procedures.
11. Establish and maintain effective working relationships with government agencies, departmental colleagues, commissions/committees, clients, vendors, City employees, and the general public.
12. Attend Department training and other continuing education programs.
13. Maintain regular, reliable, and predictable attendance at work.
14. Perform tasks with minimal or no supervision and completes projects independently within established time frames and with constant interruptions.
15. Perform Notary Public duties.
16. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. Must have a high-school diploma or equivalent.

3. Possess or obtain a regular or limited governmental notary commission within thirty (30) days of employment.
4. Must have a minimum of three (3) years of increasingly responsible administrative support experience involving a high level of public contact.

### **DESIRABLE QUALIFICATIONS:**

1. Experience with local or state agencies in code enforcement, land lease and sales, Geographic Information System (GIS) mapping, land use and planning, especially in administration of municipal codes and regulations.
2. Experience working in a dynamic, multi-tasking office environment with a demonstrated ability to prioritize a number of duties with sometimes inflexible deadlines.

**WORKING ENVIRONMENT** The work environment is typically in an indoor office setting, adequately heated, lighted, and ventilated. The employee must occasionally travel to other areas in the community, particularly to other public office buildings or to perform duties associated with site visits. The employee must occasionally attend public meetings, often at night. The employee must occasionally travel to other areas in the community, in all types of weather, to document property conditions.

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate computers, telephones, photocopiers, microfiche, keyboards, scanners, postal machines, cameras, and other general office equipment); to communicate orally in person and on the telephone; must sit for extended periods of time; and is regularly required to sit, stand, walk, stoop, crouch, bend, lift, and reach with hands and arms. The employee must occasionally exert up to 45 pounds of force, including lifting boxes, and must occasionally use step ladders up to 2-3 feet in height. The employee is required to drive or walk to other City or public buildings.

### **MISCELLANEOUS INFORMATION**

The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kenai.city>

Position #00179  
ADMINISTRATIVE ASSISTANT III / CODE  
ENFORCEMENT OFFICER  
CC

210 Fidalgo Ave  
Kenai, AK 99611  
(907) 283-8223

[ccunningham@kenai.city](mailto:ccunningham@kenai.city)

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### **Administrative Assistant III / Code Enforcement Officer Supplemental Questionnaire**

- \* 1. Do you have a minimum of three (3) years of increasingly responsible administrative support experience involving a high level of public contact? If yes, please explain.
- \* 2. Do you have experience with local or state agencies in code enforcement, land lease and sales, Geographic Information System (GIS) mapping, land use and planning? If yes, please explain.
- \* 3. Do you have experience working in a dynamic, multi-tasking office environment with a demonstrated ability to prioritize a number of duties with sometimes inflexible deadlines? If yes, please explain.
- \* 4. Do you possess or have the ability to obtain a regular or limited governmental notary commission within thirty (30) days of employment?  
 Yes    No

\* Required Question