

BUILDING DEPARTMENT - CLERICAL

JOB DESCRIPTION



Position Summary

Under the general direction and supervision of the City Manager, this position is responsible for providing clerical and administrative support to the Building Department. The employee performs a broad range of administrative duties, including maintaining accurate records, data entry, scheduling inspections, processing rental and business registrations, delivering customer service, and distributing mail.

The City of Keego Harbor is pleased to invite interested and qualified applicants for an **“at will” part-time position**, working **24 hours per week, Monday through Thursday**. The starting pay range for this position is **\$18.00–\$20.00 per hour**, dependent upon qualifications.

Responsibilities and Duties

- Receive and respond to complaints, concerns, and inquiries, directing individuals to the appropriate department as necessary.
- Accurately enter and maintain data within applicable City systems.
- Utilize BS&A Building Department software to schedule inspections and process and issue business registrations, rental registrations, permits, and dog licenses.
- Communicate effectively with building inspectors and other City staff to support department operations.
- Distribute incoming mail and process outgoing correspondence.
- Maintain and update schedules for the City Planner and Inspectors.
- Provide courteous, professional, and responsive customer service to the public.
- Perform related duties and responsibilities as assigned to meet the operational needs of the City, including tasks not specifically listed in this job description.

Required Qualifications

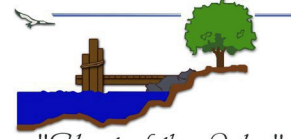
- Ability to effectively interact with the public, including strong verbal and written communication skills.
- Ability to professionally manage stressful or challenging situations.
- Ability to work independently with minimal supervision.
- Ability to coordinate communications between departments, schedule meetings, and ensure all parties are kept informed of general business operations.
- Strong attention to detail and effective time-management skills.
- Proficiency with standard office software and technology, including Microsoft Word, Excel, and Outlook.
- Ability to operate standard office equipment, including telephones, copiers, computers, postage machines, and calculators.

Additional Information

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City of Keego Harbor



"Heart of the Lakes"

The responsibilities and duties listed above are intended to describe the general nature and level of work performed by this position. The omission of a specific duty does not exclude related tasks that are similar, related, or logical assignments to the position.

The qualifications listed are intended to represent the minimum skills and experience associated with this position and should be considered general guidelines rather than absolute requirements.

Diversity Statement

The City of Keego Harbor values diversity and is committed to maintaining an inclusive and respectful workplace. The City prohibits unlawful discrimination or harassment based on race, color, creed, religion, national origin, age, height, weight, marital status, familial status, veteran status, physical or mental disability, genetic information, or any other status protected by applicable state or federal law.

Reasonable Accommodations

The City of Keego Harbor is committed to equal employment opportunity for qualified individuals with disabilities. Reasonable accommodations will be provided throughout the employment process to enable qualified individuals to perform the essential functions of the position or to enjoy equal benefits and privileges of employment, unless such accommodations would impose an undue hardship on the City.

Please submit all resumes to the City Manager at manager@keegoharbor.org