

**BOARD OF PUBLIC WORKS AND SAFETY  
Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.*

*Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

Date Submitted:	1-2-13	Requested Meeting Date:	1-7-13
		Confirmed Meeting Date:	
Received by:			
<b>Contact Information: Please provide all requested information in the fields below. (Print or Type)</b>			
On Behalf of Organization or Individual:		Department of Planning & Engineering	
Name:	Krista Linke	Telephone:	736-3631
Title or Position:	Director of Community Development		
E-Mail:	klinke@franklin.in.gov		
Address:	70 E. Monroe St.		
City:	Franklin	State:	IN
		ZIP:	46131
<b>Who will attend the meeting and present the request?</b>			
Name:	Krista Linke	Telephone:	736-3631
Title or Position:	Director of Community Development		
E-Mail:	klinke@franklin.in.gov		
<b>Please describe the purpose or title of your presentation.</b>			
Adjustment to Administrative Assistant Job Description - Reporting Responsibility.			
<b>Supporting documents: All supporting documents should be submitted with the request form.</b>			
1. Administrative Assistant Job Description			
2.			
3.			
4.			

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at [jalexander@franklin.in.gov](mailto:jalexander@franklin.in.gov) or call 317-736-3609.

## **Administrative Assistant**

### **Job Description Salaried Non-Exempt**

#### **Job Objectives:**

The incumbent is responsible for providing secretarial support to the staff of the Community Development Department and the Planning and Engineering Department.

#### **Primary Job Functions:**

- Responsible for scheduling building inspections and processing building permits.
- Responsible for maintaining office systems and procedures, providing information to the public both in person and electronically.
- Responsible for the ordering and organization of all office supplies.
- Responsible for processing claims and maintaining financial record. Assists Directors with budget management and planning.
- Acts as the recording secretary for the Economic Development Commission, Redevelopment Commission, Plan Commission and Board of Zoning Appeal and is responsible for taking meeting minutes.

#### **Equipment Knowledge:**

- Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, copy machine, and pager system.
- Incumbent must have the ability to operate Department vehicle.
- Incumbent must have the ability to use electronic devices such as cellular phones.

#### **Critical Skills/Expertise:**

- The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.
- Ability to utilize a variety of computer software programs including, Microsoft Word, Excel, Access and Publisher.
- Thorough knowledge of local government structure and procedures is necessary.
- Must display a thorough knowledge of Department and City policies and procedures, and the ability to apply them in order to complete assigned work responsibilities.

**Educational Requirements:**

- The Administrative Assistant should possess at least a high school education or equivalent plus two (2) years of experience as an office manager, professional secretary, or file clerk is required.

**Reporting Responsibility:**

The incumbent reports to the Director of Planning and Engineering and the Director of Community Development.

**Physical Requirements:**

Incumbent is expected to work in a position, which has been identified as light.

**Job Location:**

The incumbent is expected to work in a safe manner consistent with an office.

**Acknowledgement**

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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Employee Signature

Date:

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Employee's Supervisor Signature

Date: