

Duties & Responsibilities: Executive Assistant

- Planning & Zoning Admin
- Building permits & fees
- Code enforcement (all future and current projects. Nothing from past builds, projects, etc.)
- Airport Supervisor
- Policy Committee Chair
- Budget (Assist with Annual & Amended)
- Fee schedule updates
- Tracking and filing water rights
- Attend certain meetings as assigned
- Oversee special projects
- Help coordinate with department heads
- Assist in implementing overall city process improvements
- Attend all office staff meetings to help promote a collaborative and inclusive work environment.
- Address citizen inquiries and requests (filter & mitigate)
- Contribute to long term city planning
- Other duties as assigned