



CITY OF OTTAWA

WE ARE HIRING!

COMMUNITY DEVELOPMENT OFFICE ASSISTANT

Are you an organized, tech-savvy professional with a passion for community development? The City of Ottawa is seeking an Office Assistant to join our team. If you thrive in a dynamic office environment and have a knack for database management, digitizing records, processing permits, and archiving documents, we want to hear from you!

KEY RESPONSIBILITIES:

- Assist with digitizing records, processing building permits, archiving documents and records, construction paperwork, and general data entry.
- Serve as the department liaison for software and databases used in the Community Development department.
- Deal with the public and answer general questions related to Community Development.
- Act as the backup for the Administrative Assistant when needed.

DESIRED QUALIFICATIONS:

- Proven experience working in an office environment, especially in roles dealing with construction, mapping, and permitting. Good customer service skills.
- Skilled in Microsoft Excel and other Microsoft Office programs such as Word, OneDrive, etc.
- Ability to work independently with minimal supervision and have strong interpersonal skills.
- Experience in community development disciplines is preferred.

Submit your resume + references by 4:30pm Friday, September 25, 2024

Mail: 301 West Madison Street, Ottawa, IL 61350 /Email: ottawaapplications@cityofottawa.org

Join the City of Ottawa as an Office Assistant in the Community Development Department!

Are you an organized, tech-savvy professional with a passion for community development? The City of Ottawa is seeking an Office Assistant to join our team. If you thrive in a dynamic office environment and have a knack for database management, digitizing records, processing permits, and archiving documents, we want to hear from you!

Key Responsibilities:

-General Office Tasks: Assist with digitizing records, processing building permits, archiving documents and records, construction paperwork and general data entry.

-Software Liaison: Serve as the department liaison for software and databases used in the Community Development department.

- Public Interaction: Deal with the public and answer general questions related to Community Development.

- Administrative Support: Act as the backup for the Administrative Assistant when needed.

Desired Qualifications:

- Office Experience: Proven experience working in an office environment, especially in roles dealing with construction, mapping, and permitting. Good customer service skills.

- Microsoft Proficiency: Skilled in Microsoft Excel and other Microsoft Office programs such as Word, OneDrive, etc.

- Independent Worker: Ability to work independently with minimal supervision and have strong interpersonal skills.

- Community Development Experience: Experience in community development disciplines is preferred.

Join us in making a difference in our community! Apply today to be part of a dedicated team committed to enhancing the quality of life in Ottawa.

How to Apply:

Submit your resume and personal/business references no later than 4:30pm Friday, September 25, 2024, to the address or email listed below:

City of Ottawa
Human Resources
301 West Madison Street
Ottawa, Illinois 61350
ottawaapplications@cityofottawa.org