

UTILITY BILLING SUPERVISOR/BUILDING PERMIT CLERK

The City of Harrisburg is providing you with an opportunity to join a vibrant and pro-active small city staff. Harrisburg is a wonderful place to work and live. Located on the banks on the Willamette River, Harrisburg offers a small-town experience, with a seasoned, stable, and supportive work team. Integrity, professionalism, and dedication to public service is a requisite.

The ideal candidate has municipal experience, and performs complex, analytical, technical and administrative tasks. Main job duties include responsibility for three city programs; Utility Billing, Building Permits, and Code Enforcement, including partial supervision of the Utility Billing Clerk, and a future Building Permit Tech. The full job description is included with this application packet. Please note that there is a possibility for occasional night work.

Desired qualifications include an Associate's degree in communications, public administration or business administration, and a minimum of two years of progressively responsible experience at a municipality; or the education and experience sufficient to successfully perform the essential duties of this position. Must pass an extensive criminal background check. Familiarity with the Caselle software system is desired, but not required. Pay is competitive with excellent benefits. Annual salary level of \$43,341 to \$57,034 DOE.

Provide us with a City employment application, resume and include a cover letter addressing the following questions: 1.) Indicate what level of experience or knowledge you may have in relation to building permits and building code. 2.) What kind of customer service experience do you feel a government should provide to its patrons? 3.) What kind of experience do you have in analyzing and interpreting code, and/or policies and applying it to real life situations? 4.) What kind of software are you familiar with/have used in the past?

Submit your application packet to the City of Harrisburg, 120 Smith St., PO Box 378, Harrisburg, OR 97446 by June 7, 2021, at 5:00pm. Questions can be sent to meldridge@ci.harrisburg.or.us or lross@ci.harrisburg.or.us Applications are available on the City website, or in City Hall. The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973. Veterans' preference is provided with a Veterans' Preference Form, and submission of a copy of form DD-214 or 215 (Copy 4).

Publish: City website: May 14, 2021
Newspaper: May 20, 2021



Utility Billing Supervisor/Building Permit Clerk Position Description

Reports to: City Administrator.

Job Summary: The Utility Billing Supervisor/Building Permit Clerk performs a variety of tasks related to three city programs: Utility Billing, Building Permits and Code Enforcement. The tasks involve, but are not limited to, resolving complaints and violations regarding the City's Municipal Code, responsibility for operating and monitoring the City's Building and Electrical Permit programs, and responsibility for the City's Utility Billing Program, including supervision of the utility billing staff as well as the part-time building permit clerk.

This position is salaried and exempt from overtime wages.

Supervisory Responsibility: This employee is responsible for supervising, directing and leading the Utility Billing II Clerk and part-time building permit clerk in the performance of their duties.

Essential Duties/Functions and Responsibilities

1. Respond to customer service questions, concerns, complaints, and requests, regarding city matters over the telephone, in person, and by electronic communication with patience and diplomacy. Coordinates the front counter staffing, as needed.
2. Keep supervisor informed of job-related matters. Willingly accepts direction from supervisor and other staff.
3. Conducts field investigations of reported code violations; gathers evidence; interviews complainants, witnesses and property owners or occupants; compares facts to code requirements; develops findings and issues warnings, correction notices, notices of violation and citations. Works with the Coburg Police Department and LCSO on code enforcement issues and represents the City in Municipal Court as needed.
4. Prioritize work assignments and supervise the Utility Billing Clerk and Building Permit Clerk; provide performance standards, training, coaching, performance evaluations and discipline.
5. Performs or delegates utility billing duties related to meter reading and utility bill creation. Creates and processes monthly utility billing reports. Establish and maintain a professional and effective record keeping system for utility billing. Works with patrons to establish payment arrangements as needed according to policy. Responsible for City Newsletter Posting and Coordination. Operates as a back up to the Utility Billing Clerk when needed.
6. Meets with the public to review and explain code requirements and communicates and identifies code-related dispute resolutions.
7. Maintains and assigns addresses to City properties and notifies authorities of address assignments as required by state law.

8. Reviews building permits for compliance with code provisions and land use approval. Ensures building permits are reviewed and approved in a timely manner as required by the IGA with Junction City for building permit functions. Issues approved building permits and reviews the maintenance and tracking of funds for the Building Permit and Electrical Permit Programs through Accela Software.
9. Calculates System Development Charges for building permit activity.
10. Maintain and process Backflow Device Reports including sending out notifications to residents and enforcing compliance with Oregon Administration Rules.
11. Perform other duties and tasks as assigned.

Non-essential Duties:

1. May occasionally attend evening meetings, off-site trainings and conferences..
2. May serve as a member of the Safety Committee or any other employee committees.

Education, Qualifications and Experience:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:	<p>Associates degree in communications, public administration, or business administration, and at least two years of work experience; or, a combination of education and experience sufficient to successfully perform the essential duties of the position.</p> <p>Must pass an extensive criminal background check.</p>
Language Skills:	<p>Ability to read, analyze, and interpret reports, financial records, and legal documents. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information orally and in writing to supervisor, subordinates, and City Council.</p>
Reasoning Ability:	<p>Ability to identify and solve complex problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.</p>
Computer Skills:	<p>Ability to operate a computer. Ability to use word processing software, municipal services software, email communication, spreadsheets, and other online applications and software.</p>
Work Relationships:	<p>This employee is in a supervisory position. Ability to effectively delegate assignments, prioritize work, and set performance goals for subordinates. The employee will have frequent contact with the public</p>

both inside and outside of the office environment. The employee is part of a team and will contribute accordingly.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.

The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision, and depth perception. The employee may be required to operate a computer up to six hours or more a day.

Working Conditions: Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle.

Attendance Requirements: Work is during the daytime, while occasional evening work may be required. Employee is expected to arrive at work by 8:00 am and leave at 5:00 pm. Weekend, and holiday work may be assigned.

Physical Requirements: Light Work Position

POSITION INFORMATION:

Job Title: Municipal Court Clerk

Employer: The City of Harrisburg

Frequency Definitions:

- (N)** Never: Not required and not done on the job.
(R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 – 5 times per day; less than 1% of an 8-hour work shift.
(O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
(F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
(C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS

Particular working conditions associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific details as to condition.

N	R	O	F	C	Condition	Comments/Detail (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED

Particular materials and/or equipment used with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Condition	Comments/Detail
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Computer	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Mouse/Trackball	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Ten Key/Calculator	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Copier	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Fax Machine	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> E-mail	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Telephone	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hand Tools	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Automobile (company <input type="checkbox"/> personal <input checked="" type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	

PHYSICAL DEMANDS

Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Physical Demand	Descriptive Details/Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Standing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Walking	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Sitting	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Driving	
Lifting/Lowering (Max: 40 Avg. 10 lbs.) with assistive equipment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Carrying (Max: 40 Avg 10 lbs.)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pushing (Max: Avg. lbs.)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pulling (Max: Avg. lbs.)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Climbing (Max height:)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stairs	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Balancing	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stooping	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Twisting	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Kneeling	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Crouching	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Crawling	

PHYSICAL DEMANDS (CONTINUED)

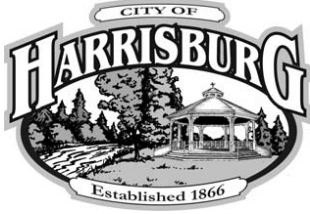
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Physical Demand	Descriptive Details/Comments
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reaching overhead	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Reaching shoulder level	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Handling	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinching	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Grasping	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Wrist motion	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Speaking	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Hearing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Seeing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Writing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Depth Perception	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Color Vision	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	

Completed by: _____ Title: _____ Date: _____

Completed by: _____ Title: _____ Date: _____

Completed by: _____ Title: _____ Date: _____



City of Harrisburg
120 Smith Street
PO Box 378
Phone: (541) 995-6655
Fax: (541) 995-9244

APPLICATION FOR EMPLOYMENT

(Pre-employment Questionnaire) (AN EQUAL OPPORTUNITY EMPLOYER)

Personal Information

Name: _____ Date: _____
Last First Middle

Current Address:

If you have lived at your current address for less than one (1) year, please provide your prior address:

Phone Number: _____ Email: _____

Are you at least 18 years old: Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status: Yes No

Employment Desired

Position: _____ Date Available: _____

Are you currently employed: Yes No May we contact your current employer: Yes No

Education

Name & Address	# of Years Attended	Graduate (Y/N)	Major
High School			
College / University			
Trade, Business, or Tech. School			

General

Subjects of special study or research work:

Special Skills:

Activities (Civic,
Organizations):

*Exclude organizations whose name indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

US Military Service: Rank: Are you active reserve: Yes No

In order to prove your eligibility for Veterans preference, you must submit a Harrisburg Veterans preference Form, with your DD214 or DD215 (Copy 4) form, with your application permit, prior to the job posting deadline.

Employment (List at least three employers, starting with the most recent)

Dates Mo/Yr	Name & Address	Position Held	Reason for Leaving
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From / To

From / To

From / To

From / To

Which of these
jobs did you like
the best and why:

References (Provide three references not related to you, who have known you at least one year)

Name	Address & Daytime Phone Number	How You're Acquainted	Years Acquainted
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1.

2.

3.

In case of emergency, notify:

Name	Address	Phone
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"I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT OR AGREEMENT FOR EMPLOYMENT."

Signature:

Date: