



JOB OPENING

JOB TITLE:	Department Aide
POSTING DATE:	September 6, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Public Services/Engineering
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Full-Time, Regular
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m. (overtime as needed)
PAY RATE:	\$44,823 - \$51,208
PREVIOUS WORK EXPERIENCE:	General office and clerical work experience with solid knowledge of word processing and spreadsheet software. Engineering Division and CAMS, GIS, BS&A software experience preferred.
EDUCATION:	High school graduate or equivalent. Some college coursework preferred.
SPECIAL SKILLS & TRAINING:	Knowledge of and proficiency with computers and software such as Microsoft Word and Excel. Pleasant telephone manner. Ability to communicate well with the public during peak construction season, assist residents/construction managers with permits, scheduling inspections, and interpreting the GIS system (water, sewer, lot lines, etc.). Knowledge of database software operations preferred.
BASIC RESPONSIBILITIES:	Receives and processes residential and commercial applications, plans, and permits. Assists citizens, business owners, and design professionals with administrative procedures. Responsible for managing the administrative functions of the office and providing clerical support for the City Engineer, Civil Engineers, and Construction Inspections. Other responsibilities include liaison to other departments, paper and data organization, managing department files, completion of all reports, FOIA requests, answering telephones, writing up service requests, inputs and tracks permits in BS&A, and researches projects. Performs other duties and assumes other responsibilities as delegated or assigned.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.