

CODE ENFORCEMENT DEPARTMENT ASSISTANT

JOB DESCRIPTION & GENERAL OUTLINE OF DUTIES

SUMMARY OF WORK:

The Code Department Assistant performs a range of administrative and office support activities in order to ensure full operations of the office. This Position is supervised by The Code Enforcement Officer.

RESPONSIBILITIES AND ESSENTIAL JOB FUNCTIONS:

- Answers phone calls, emails, and helps walk in customers.
- Schedules inspections (along with contact info including a phone number) for the CEO and makes sure that permits have been paid for before scheduling. Once scheduled, will pull the permit information to be inspected from the folders and gives to the CEO.
- Files (and scans new) Building Permit Folders, Planning Board Folders, and BOA folders. Uploads new permits onto S-Drive.
- Receives Building/Plumbing Permit applications from the public, reviews for completeness then submits to the CEO. Advises the public on the turnaround.
- Receives payments for approved permits, and calls applicants who have not paid in over a month after issuance of said permits.
- Reviews CNIP forms from applicants to ensure a permit was issued, then gives to the CEO to sign off and sends to appropriate parties on behalf of the Town.
- Purchases necessary items for the Department per the guidance of the CEO.
- Position reports directly to the Code Enforcement Officer and Selectboard.

In addition, this position has associated monthly, quarterly, and yearly tasks, which are further described in the additional outline of duties.

REQUIRED EDUCATION/EXPERIENCE/SKILLS:

- High School Diploma or GED
- Proficiency with Microsoft Office, Word, Excel, PowerPoint
- Proficiency with iWorg Software (preferable)
- Proficiency with Trio Software (Preferable)
- Strong Organizational and Communications Skills

ADDITIONAL OUTLINE OF DUTIES:

MONTHLY TASKS:

CEO Variance Requests

- o Receives applications and ensures completeness, then receives payment.
- o Sends abutter notices, tracM the 21 days from notice dates, and informs CEO of any contention from abutters.
- o After 21 day period has been met, informs applicant to either apply for a building permit, or if they need to go through the BOA process.
- o Files recorded variances in Building File and scans into S Drive.
- Code Department Reports
 - o Sends monthly reports on behalf of the department to the Administrative Assistant to show the number of permits issued, inspections done, key events, upcoming projects, external activity, and Planning/BOA updates.
- Ordinance Review Committee
 - o Works with CEO & Planning to set up dates and receives all necessary information prior and distributes documents.
 - o Informs members of upcoming meetings in a timely manner, and posts agendas, supporting documents, and advertises as necessary.
 - o Informs SRCTV and ensures a quorum will be available.

"Attends Board Meetings as necessary, throughout the month. Classes may also be scheduled outside of office hours.

QUARTERLY TASKS:

- Sends Plumbing Permit reports to the State as required, working with the CEO and Treasurer. Ensures copies are scanned and filed into town building files.

YEARLY TASKS:

- Updates approved ordinances in the S Drive, website, and ordinance books for Planning Board members
- Updates Minutes and Agenda folders for the Planning Board and Board of Appeals for the vault.
- Provides the Town Assessors with a spreadsheet of all fiscally approved permits in early Spring
- Revises application forms to reflect changes in ordinances and/or standards and policies