

## **Administrative Assistant**

The successful candidate will provide administrative and technical support, assist with file coordination and database/information management retrieval and storage and provide for the efficient day-to-day operation of the office; he/she will also provide technical support for the Building Official in processing and issuance of building permits and the Zoning Inspector/ Code Enforcement Officer and Township Engineer as required.

### **Role for Permit Technician:**

- Provide outstanding customer service both at the counter and by phone/email regarding permits, the permit process, building codes and other related regulations; assist residents, the business community and others with complaints and/or compliance issues. Obtain information regarding permitting needs.
- Process and review building permit applications for completeness; perform a cursory review of plans to ensure general compliance with applicable state and local codes; route plans to appropriate examiners for further review; direct residents, businesses, others to outside departments/agencies as appropriate.
- Issue permits after review, approval and authorization have been granted; track and maintain records of the progress of applications (acceptance, plan review, inspections and permit closure); coordinate approvals through the certificate of occupancy.
- Under the direction of the Building Official and/or Township Engineer, process and issue building, electrical, mechanical, grading and other related permits; calculate fees based on established fee schedule; determine and monitor approval of plans by other regulatory agencies.
- Assist Building Official and Building Inspector(s) by performing code and records research and compiling data, such as property history, permits, land use, ownership; review all permit documents and other information to verify accuracy and completeness.
- Maintain permitting records and other department records both computerized and manual to ensure that all files and information meets standards required by the state of Ohio and in keeping with best practices.
- Schedule inspector(s) and inspections, notify permit holders of required inspections, notify utility companies of inspection results, maintain inspection records and monitor application deadlines.
- Process appeals and suspension and/or revocation of approvals, decisions and/or permits.
- Process applicable contractor registration fees and ensure the required documentation.
- Prepare, process and maintain financial records including permitting, inspection and violation fees, invoices and payments; verify invoices for payment; prepare daily bank deposits and reports and submit to the Fiscal Officer.

### **Role for Zoning Commission/ Board of Zoning Appeals:**

- Accept and prepare copies of all information presented by persons/ entities wishing to appear before the Board/ Commission for distribution to the chair and members of the Board/ Commission and other relevant persons/ entities.
- Create the required legal notices, applicant letters and resident notifications for public hearings.

- Work collaboratively with the chair of the Zoning Commission and Board of Zoning Appeals to prepare the agenda and any other items for the meeting.
- Schedule special meetings (time/ location) as directed by the chair of the Zoning Commission or Board of Zoning Appeals.
- Record and transcribe all minutes of the meetings for presentation and approval.
- Notify applicants of decision of the Board/ Commission.
- Forward all information to the Board of Trustees for their action.

NOTE: Applicant must be able and willing to attend at least two (2) evening meetings per month to serve as the secretary of the Zoning Commission and the Board of Zoning Appeals.

**Role for Office Coordinator:**

- Establish, maintain and manage in-house files both in manual form and computerized including coordination of file archives and disposal with file storage vendor.
- Manage non-word documents including maps and drawings.
- Implement Records Retention Schedule for disposal of documents per State of Ohio requirements.
- Prepare, print, collate, bind all documents; prepare all correspondence, reports, memos, purchase orders, etc.
- Order and maintain office supplies; schedule equipment maintenance and repair as necessary.
- Distribute and prepare mail, accept deliveries, prepare overnight shipping and end of day processing.
- Provide consistent maintenance of the Building Department's webpage, including uploading zoning meeting agendas/minutes/resolutions and maintaining current forms.

**Skills Desired/Required:**

- High School Diploma or equivalent required.
- Related coursework in business or experience as a permit tech desirable.
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Outstanding communication skills and a customer service driven approach.
- Ability to interact with a wide audience including members of the department, residents and the business community, governmental agencies, contractors and other clientele.
- Possess good time management, organization, telephone and people skills.
- Able to multi-task operations with frequent interruptions.
- Able to perform a variety of duties requiring technical knowledge.
- Proficiency in Microsoft Office products, including Word, Excel, Outlook.
- Knowledge in website maintenance desirable (WordPress a plus).
- Knowledge of Community Core a plus.
- Proficiency in computer skills including accessing Cloud system, mapping, virtual meeting platforms, social media.
- Notary Public certification desired.

**Position Type and Expected Hours of Work**

This is a full-time position, hours not to exceed 40 hours per week. Rate of pay \$16-18 per hour based on education and prior work experience in this field. This is mostly a sedentary position, but will require some standing, kneeling, moving, and lifting.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Olmsted Township** is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, **Olmsted Township** complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Olmsted Township also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws