

# **CODE ENFORCEMENT OFFICE ASSISTANT**

## **JOB DESCRIPTION & GENERAL OUTLINE OF DUTIES**

### **SUMMARY OF WORK:**

The Code Enforcement Office Assistant performs a wide range of administrative and office support activities in order to ensure full operations of the office. The position is supervised by the Code Enforcement Officer(CEO).

### **RESPONSIBILITIES AND ESSENTIAL JOB FUNCTIONS**

- Answers phone calls, emails, and helps walk in customers
- Schedules inspections for the CEO and makes sure that permits have been paid for before scheduling. Once scheduled, pulls the permit information to be inspected from the folders and gives to the CEO.
- Files building permit folders and Board of Appeals folders.
- Scans all new permits and uploads them onto the server.
- Scans old code enforcement documents and uploads them onto the server.
- Receives building/plumbing applications and payments from the public, reviews for completeness, then submits to the CEO. Advises the applicant on the turnaround time.
- Reviews CMP 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 with guidance from the CEO.

### **MONTHLY TASKS:**

#### **CEO Variance Requests**

- Receives applications and ensures completeness, then receives payment.
- Sends abutters notices, tracks 21 days from notice dates, and informs CEO of any contention from abutters
- After 21-day period has been met, informs applicant to either apply for a building permit, or go through the BOA process.
- Files recorded variances in building file and scans into the server.

#### **Code Department Reports**

- Sends monthly reports on behalf of the Code Enforcement Office to the Town Manager to show the number of permits issued, inspections done, key events, upcoming projects, external activity, and BOA updates.

### **QUARTERLY TASKS:**

- Sends Plumbing Permit Reports to the State as required, working with the CEO and Treasurer. Ensures copies are scanned and filed in the Code Enforcement Office.

#### **YEARLY TASKS:**

- 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.

#### **BOARD OF APPEALS RECORDING SECRETARY**

- Receives applications and reviews for completeness. When deemed complete, charges the appropriate fee and generates a receipt.
- Works with the Board to schedule a meeting date, ensuring a quorum will be present.
- Makes the agenda and fills out the Board of Appeals checklist.
- Reviews list of abutters for completeness and accuracy.
- Mails letters to abutters, inviting them to the meeting.
- Makes copies of the appeal for the Board and mails to the members along with copies of supporting documents.
- Sends letters to any other Interested Parties inviting them to the meeting.
- Notifies DEP of the meeting if requesting a variance in the Shoreland Zone.
- Types the Notice of Public Hearing and emails to the Portland Press Herald and Your Weekly Shopping Guide.
- Posts the agenda in the Town Office and on the Town website.
- Notifies the camera operator to be available to record the meeting.
- Attends the meeting and takes minutes.
- Make a list available at the meeting for all in attendance to sign.
- Keeps Board members' attendance and submits to Town Manager in December for annual stipends to be paid.
- Types the minutes and sends to the Board for review. Files minutes in the notebook and posts on the Town website.
- Meets with the chairman to finalize the Findings of Fact and Notice of Decision and types those up.
- Sends a copy of the Notice of Decision to the appellant.
- If a variance was granted, send a copy to the Registry of Deeds to be recorded (or this can be done by the appellant).
- File the completed file.

#### **REQUIRED EDUCATION/EXPERIENCE/SKILLS:**

- High School Diploma or GED
- Proficiency with Microsoft Office, Word, Excel and Adobe

- Strong organizational and communication skills

**Compensation:**

This position is budgeted for 14 hours per week with a payrate of \$22/hr.