

BOROUGH OF WEST CONSHOHOCKEN

BOROUGH BUILDING AND CODES DEPARTMENT ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Nature of Work:

Under the general supervision of the Borough Manager, the Building and Codes Administrative Assistant is responsible for supervising the day to day operation of the Borough's Building and Codes Department.

Distinguishing Characteristics:

The Building and Code Department Administrative Assistant has the responsibility for the processing of all Building and Code related permit applications as well as scheduling the required inspections by the Borough's Building, Code. Interacting with Borough officials, Borough employees, third party Inspectors, contractors, Borough Planning Commission members, Borough Zoning Board members and the Borough residents.

Primary Job Duties:

- Review and process permit applications and contractor licenses.
- Track the building permits through the review, inspection, and permit close out process. Review and collect required permit and application fees and submit to the Borough's Bookkeeper.
- Schedule all Building permit inspections, rental inspections and Use and Occupancy inspections and the prepare the appropriate permits
- Prepare and mail annual Rental permit applications each November.
- Maintain and update the Borough's Website and Facebook page.
- Research and retrieve requests under The PA Open Records Act.
- Schedule, create the agenda, attend, and transcribe minutes of Zoning Board Hearings and Planning Commission meetings.
- Transcribe Borough Council meeting minutes.
- Advertise, schedule Court Reporter, and facilitate the mailing and posting of properties, as required by the Pennsylvania Municipal Planning Code (MPC) for Borough Zoning Hearings or other required meetings.
- Complete UCC reports as required by the Commonwealth.

- Facilitate Borough Records destruction as mandated by the Commonwealth's Municipal Records Keeping Manual.
- Prepare the Building and Codes Department Monthly Report for Borough Council meeting.
- Oversee the scheduling and permitting of Borough's Parks and issuance of permits as well as coordinating with Public Works staff the preparation of park facilities for use.
- Prepare Borough's annual Calendar and Borough wide communications as needed.
- Assisting Borough Officials, Staff, and Residents on issues that may arise.
- Other duties that may arise

Knowledge, Skills and Abilities

Strong working knowledge of Microsoft Office and Freedom Systems PRISM software.

Ability to plan, assign, and coordinate the schedule of Borough third party Inspectors to perform.

Ability to function effectively under pressure and independent of supervision. |

Ability to maintain effective working relationship with all Borough employees, Commissions and Boards as well as the general public.

Ability to handle issues with diplomacy and confidentiality.

Minimum Qualifications:

High School diploma and 3-5 years' experience in Municipal Building and Codes Department Operations, or related governmental experience, which would demonstrate the ability to perform assigned tasks.

WORK SCHEDULE FOR BUILDING AND CODES DEPARTMENT:

Monday through Friday 8:00 am to 4:30 pm. Some evening meetings.

Probationary Period: There will be a ninety (90) day probationary period. Upon the satisfactory completion of the probationary period, the employee will be eligible for the Borough's Benefit package.

THE BOROUGH OF WEST CONSHOHOCKEN IS AN EQUAL OPPORTUNITY EMPLOYER