

- I. Position Title: **Building Department Administrator/Assistant to Building Commissioner**
- II. Supervisor: The Building Commissioner directs work to achieve the requisite goals. In order to maximize optimum public service, the Town Administrator oversees and accounts for hours worked and the position's integration into the government of the Town.
- III. General Description of Duties: Support to the Building Department and clerical assistance to the Building Commissioner.
- IV. Duties and Responsibilities:
 - A. Serve the public courteously and responsively; maintain cooperative working relationships with Town staff.
 - B. Coordinate work of all inspectors (building, gas, electric, etc.) to complete required inspection in a timely manner.
 - C. Maintain files, organization of appointments and department meetings if any, prepare meeting agendas, attend meetings and prepare minutes.
 - D. Prepare all department correspondence in a timely manner for review and approval.
 - E. Handle mail, process receipts for payment to the Treasurer and prepare billing review for the department.
 - F. Maintain a reference library for research and educational materials for the department and public use.
 - G. Assist the public with filing procedures and department questions.
 - H. Other related duties as required.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions and policies of the Building Department.

Educate self in Massachusetts General Laws and other sources as they pertain to the Building Department's practices and procedures; review changes in requirements with the Building Department. Participate in continuing education through classes and conferences as determined by the Building Commissioner and in coordination with the Town Administrator.

- V. Supervisory Responsibilities: None
- VI. Required Knowledge, Skills, and Abilities:

- A. Knowledge of State laws and Town by-laws and practices as they relate to the responsibilities of the Building Department.
- B. Ability to work with little day-to-day supervision.
- C. Ability to present public policy issues to Building Commissioner in a clear and concise manner.
- D. Ability to communicate effectively with Town employees, state and local officials, and the general public.
- E. Ability to perform routine to complex clerical operations.
- F. Skills in general office automation.
- G. Respect for the privacy of co-workers and the public we serve.

VII. Position Grade Level and Time Requirements: Grade 7 Hours per week