



**Charter Township of Royal Oak
Open Position - Building Administrator**

Royal Oak Township is seeking an individual for the position of Building Administrator who is accustomed and comfortable dealing with the public in person and on the phone. Ability to meet deadlines. Generally, the Building Administrator under general direction of the Building Official and oversight by the Township Supervisor, provides support to staff, residents, inspectors, contractors, and developers by assisting with information, forms and processes related to code reviews and inspections. Assists with scheduling and communication necessary for the proper enforcement of all department codes, policies, and regulations. Works to ensure all necessary steps are met for the issuance of construction permits, Certificates of Occupancy and assists in coordination of processing business licenses and other duties as assigned. Pleasant working environment with working hours M-TH from 9:00 am to 4:00 pm. Prefer someone with experience in public sector with excellent computer skills especially in BS&A program applications. For further information and detailed job description, visit the Township's web site at [Job Opportunities \(royaloaktwp.com\)](http://royaloaktwp.com). Please submit your resume with job application to: Township Manager, 21131 Garden Lane, Room 203, Ferndale, MI 48220 or via email to acapela@royaloaktwp.com no later than December 20, 2023.