

# **Building Administrator**

## **GENERAL SUMMARY**

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.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Receives and processes all applications including Construction Permits and Certificate of Occupancy either through electronic means and enters them into building permitting software.,
2. Tracks all permits and monitors through the entire permitting process including expediting the review process by following-up with code, Fire Marshal, and stakeholder reviewers to ensure that permits are not delayed.
3. Coordinates with Building Official to ensure all necessary reviews, inspections and approvals have been obtained for all construction permits and Certificates of Occupancy prior to signature.
4. Coordinates with office of the Clerk and administrative staff assisting with processing business licenses.
5. Receives, screens and routes incoming telephone calls for the group, places telephone calls and relays information to others both inside and outside the airport.
6. Provides assistance to customers, employees, and other department visitors; places and receives telephone calls to furnish and obtain routine information.
7. Performs related administrative duties such as copying and emailing correspondence and documents, maintaining, and filing documents in electronic filing system, and maintaining meeting notes and appointment schedules.
8. Compiles, prepares, and maintains a variety of reports, either manually or automatically, using permitting software and associated report writer.

## **Requirements**

### **MINIMUM REQUIREMENTS**

- Completion of high school curriculum or equivalent.
- One (1) to Three (3) years of administrative, customer service or inspection department experience.
- Any equivalent combination of education and/or experience may be substituted for the above.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business English, arithmetic, spelling, and vocabulary.
- Skill in the operation of modern office equipment, including word processing and spreadsheet software.
- Skill in typing at the speed of 50 words per minute.
- Skill in the operation of standard office machines.
- Ability to perform intermediate mathematical calculations involving fractions, decimals, and percentages.
- Ability to compose routine correspondence using good business vocabulary and proper grammar and construction.
- Ability to establish and maintain effective and harmonious internal and external working relationships.

## **DESIRABLE**

- Skill in the operation of BS&A software.
- Knowledge of construction permit application process.

## **EFFORT**

- Works in an office environment.
- Sits for extended periods of time.
- Uses near-visual acuity in proofreading typed assignments.
- Uses keyboard devices and a computer monitor.
- Exchanges information by telephone and in person