



TOWNSHIP OF NORTH STORMONT Job Description

Position Title: Administrative Assistant
Reports to: Chief Building Official

POSITION SUMMARY:

The Administrative Assistant to Building Department, provides administrative support including customer service, maintenance of records and documentation for the Building, Planning and Enforcement sections.

RESPONSIBILITIES:

1. Provision of administrative support duties and tasks as assigned by the Chief Building Official including correspondence.
2. Provision of customer service via telephone, email or in person for the purposes of scheduling and coordinating appointments, inspections, meetings and follow up as required.
3. Assistance with department inquiries, payments, complaints, etc.
4. cursory review of building permit applications and supporting documentation in accordance with the Act and Code, as outlined in applicable law definition ensuring that all documents are complete prior to plan review.
5. Assistance with building permit preparation, issuance and invoicing.
6. Data input of building permit data and file updates including inspection reports and occupancy permits are relayed to finance for water and sewer billing purposes.
7. Maintain well organized and accurate records such as building permit files, property files, and ensuring the civic numbering corresponds with 9-1-1 system.
8. Assistance with the monthly and annual building statistic reports including monthly Council reports, as required.
9. Other duties as assigned.

QUALIFICATIONS:

- Post-secondary education; public or business administration will be an asset.
- Demonstrated knowledge and skills regarding software programs and record management systems.
- Strong organizational skills, public relations and communications.
- Effective writing skills; ability to communicate in French is considered an asset.

WORKING CONDITIONS:

Work is performed in an office environment that demands attention to detail and continuous deadlines, therefore the incumbent must have the ability to balance priorities to ensure effective departmental requirements.