

Building Department Clerk

The Charter Township of Union is seeking a knowledgeable, energetic, and team-oriented individual to join its Public Building Department team on a full time basis. A high school diploma and three to five years of related experience is required. Familiarity with the operations of a municipal building department is preferred. This position pays \$14.90/hr and includes a generous benefit package. For a description of this position and application form, please visit our website at www.uniontownshipmi.com/communityinformation/employment. Submit your cover letter, resume, completed application and references to: Mr. Mark Stuhldreher, Township Manager at 2010 S. Lincoln Rd. Mt. Pleasant MI, 48858. Application materials must be received by close of business on Friday, April 7, 2017.

"The Charter Township of Union is an equal opportunity provider, and employer."

UNION CHARTER TOWNSHIP JOB DESCRIPTION

Building Department Clerk

Supervised By: Building Official
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Building Official, provides administrative support to the Township's building permit and inspection processes. Maintains all related records and serves as liaison to the public regarding building inquiries and administrative processes. Performs other office support tasks as assigned. Some night meetings are required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Working under the direction of the Building Official and in conjunction with the County trade inspectors, performs a full range of administrative tasks pertaining to the building and rental registration permitting process and related records management.
2. Responds to inquiries from the public, contractors, and other parties regarding building and construction and rental registration matters. Answers phones, responds to walk-in requests, and otherwise facilitates the permit process by providing information and guidance on various requirements and procedures.
3. Coordinates the permitting process. Routes permits through various departments and assure that necessary County and Township permits have been pulled. Issues permits via BS&A Software, verifies insurance, licensing, and registration of contractors. Performs data entry. Utilizes computer files to locate permit, registration, code enforcement and various other Township records
4. Maintains a complete record-keeping system for building-related documents, according to established standards. Enters permits, building and trades inspections, certificates of occupancy and other project-related data.
5. Schedules and coordinates building and rental inspections.
6. Receipts incoming money and maintains accounts payable for the Building and Zoning Departments. Performs daily ledger reporting. Issues, collects, and keeps records of construction bonds. Returns bonds upon approval from the Building Official.

7. Completes forms and reports, compiles data and gathers information as necessary. Prepares and compiles various reports as requested by the Township Board, and other relevant organizations.
8. Performs other basic clerical tasks requiring skill in word processing, spreadsheet development, records retention and customer service.
9. Performs the duties of the Receptionist and other office staff members as operational needs demand. Works the front desk, answers phones, types, files, and completes assigned tasks.
10. Provides administrative support to the Economic Development Authority and the Construction Board of Appeals in the areas of meeting agenda, meeting minutes and other tasks as requested. Prepares materials for and attends public hearings and meetings of various boards. Some night meetings are required.
11. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma supplemented with technical training in secretarial science, office management, or related field.
- Three or more years in an administrative position, preferably in a building/construction or municipal setting.
- Knowledge of the principals and procedures of office management and effective records retention.
- Knowledge of building and zoning ordinances, and related municipal policies and procedures.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping and document retention systems.
- Skill in customer service and instruction.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing, spreadsheet, database, email/internet/world wide web and building permitting software.

- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.