

## **JOB DESCRIPTION**

**Township of Salisbury, Lehigh County, Pennsylvania**

### **ADMINISTRATIVE ASSISTANT – COMMUNITY DEVELOPMENT**

**Position Title:** Administrative Assistant – Community Development  
**Department:** Planning/Zoning/Code Enforcement  
**Supervisors:** Planning and Zoning Director and Code Enforcement Director  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Provides a wide variety of duties of above average difficulty in support of and assistance to the Planning/Zoning Director and the Code Enforcement Director, carried out under the governance of the Board of Commissioners and the direction of the Township Manager. This position requires extensive contact with people, including, but not limited to, builders, developers, engineering and legal professionals, Township officials and staff, and the general public. Flexibility, ability to adjust quickly, and ability to communicate effectively are important attributes for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates, receives, and reviews all planning and zoning applications and submittals for completeness. Ensures copies and necessary reports are sent to reviewing agencies, appropriate Boards or Commissions and staff.
- Assembles and maintains official planning and zoning files, including escrow tracking.
- Tracks timelines for Planning, Zoning, Code Enforcement permits and submissions.
- Establishes a checklist for each application to ensure timeliness and completeness of mailings, referrals, public notices, postings, etc.
- Ensures that legal notices, notifications and posting notices are prepared and comply with guidelines of the MPC and Salisbury Township Zoning Ordinances for content and timing.
- Prepares submissions, calculates fees and distributes agenda packets to Planning Commission and Zoning Hearing Board.
- Transcribes and publishes minutes for Planning Commission meetings and workshops.
- Review and prepare reports, enforcement notices and documents; draft correspondence for authorized signatures; research and analyze administrative projects for the department.
- Assists in updating the Township website in Departmental content and in other informational brochures or announcements.
- Handles inquiries regarding Uniform Construction Code and related permits; offers guidance in the process to expedite requests.
- Receives, enters and tracks all submissions, permit applications and inspections in database. Maintains records and assigns and calculates appropriate fees.

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- Maintains files for new septic systems, repair work and billing for percolations and probes in conjunction with the duties of the Sewer Enforcement Officer.
- Forwards grading plans to Zoning Officer and Township engineer as required.
- Follows up on incomplete applications.
- Contacts contractors for insurance and licenses; updates database and maintains files.
- Prepares building permits and certificates of occupancy for Building Code Official review and approval.
- Coordinates and tracks permit applications and plans assigned to 3<sup>rd</sup> party inspection firms and their timely return to the Township; verifies billing.
- Completes required Departmental correspondence and filings.
- Performs research and gathers records and creates affidavits for Right-to-Know requests.
- Prepares monthly reports for monies collected and permits and licenses issued.
- Prepares quarterly DCED reports.
- Become familiar with duties of other office staff for substitution when necessary.
- Performs other duties as assigned.

## **SKILLS AND QUALIFICATIONS**

- Executes responsibilities in a competent, timely, collaborative, and professional manner, in strict accordance with all applicable laws and reflecting the Salisbury Township's high standard of ethical behavior and commitment of service to its citizens.
- Possess ability to work collaboratively and establish and maintain effective working relationships with Township officials, department heads and staff as well as with external organizations and customers, such as government entities.
- Possess ability to present information effectively and respond promptly to questions from Township officials, colleagues, clients, vendors, media, and the general public.
- Communicate effectively orally and in writing and with others to understand and convey information in a manner consistent with job functions.
- Demonstrates a sense of stewardship and accountability for Township resources.
- Possess ability to comprehend and apply Township Ordinances and Policies.
- Maintains confidentiality of records, correspondence and files and recognizes that all work produced is the property of Salisbury Township.
- Maintains a professional demeanor and appearance.
- Become familiar with duties of other office workers for substitution when necessary.
- Communicates and works well with people of all skills and economic and educational backgrounds, without regard to their race, religion, color, sex, sexual preference, gender identity, ancestry, age, national origin, disability, marital or veteran status.

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- Ability to frequently communicate with co-workers, staff from other entities, and the general public to exchange accurate information in these situations.
- Ability to handle multiple tasks and responsibilities simultaneously, under sometimes stressful situations, while maintaining composure and clarity.
- Outstanding organizational skills, with meticulous attention to detail.
- Ability to work independently.
- Proficiency and accuracy in carrying out mathematical computations.
- Proficient use of various Computer Software programs including, but not limited to, Microsoft Office and Community Development software.
- Ability to read and understand site plans preferred.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent.
- Associate degree, or equivalent combination of education, training or experience, in Land Use, Planning, Zoning, and Code Enforcement.
- Knowledge of local government practices preferred.
- Knowledge of general office procedures.

### **PHYSICAL/WORK POSTURE REQUIREMENTS:**

The physical requirements of the job include, but are not limited to, the following:

- Ability to sit for extended periods of time.
- Ability to remain in a stationary position frequently, but also to occasionally move about within the Township Building and other Township facilities to access other staff and materials.
- Ability to speak and hear clearly.
- Ability to handle office equipment frequently.
- Manual dexterity (i.e., use of fingers, hands, and arms).
- Ability to lift, move, and/or carry up to 20 lbs. on a consistent basis, and on occasion up to 30 lbs.
  - 1) Bending 5-10%
  - 2) Crouching 5-10%
  - 3) Reaching 50-75%
  - 4) Standing 5-25%
  - 5) Walking 5-25%
  - 6) Sitting 50-75%
  - 7) Lifting 5-25%

### **VISION REQUIREMENTS:**

Near and distance vision and the ability to adjust focus.

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**ENVIRONMENTAL CONDITIONS:** Primarily an inside work environment

**EMOTIONAL DEMANDS:**

- |    |                             |            |
|----|-----------------------------|------------|
| 1) | Contact with General Public | Frequently |
| 2) | Customer Contact            | Frequently |
| 3) | Working Alone               | Rarely     |

**WAGES**

Salary Range: \$41,952-\$52,279 (depending on qualifications)

*NOTE: The requirements included in this job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*