



Bethel Township Position Description

TITLE: TOWNSHIP AND CODE SECRETARY
DEPARTMENT: ADMINISTRATION

GENERAL SUMMARY: The Township and Code Secretary provides administrative and clerical support for the Building Codes & Zoning office of the Code Enforcement Department as well as to the Township. The individual receives and processes residential and commercial work-related permits, calculates permit fees, processes contractor licenses, maintains department filing system, prepares monthly activity reports, prepares memoranda, schedules resale activity inspections, assists with scheduling of appointments and inspections, prepares notices for mailing, distributes notices, and greets public in the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receives and assists in the processing of residential and commercial permits for the department.
2. Manages the contractor registration process, issues licenses for commercial contractors, and verifies licensing of Home Improvement contractors.
3. Manages the Permit process in accordance with the Township's Zoning Officer.
4. Manages residential resales, deed transfers, sign permits, residential roof and remediation permits, residential zoning permits, and non-reviewable type mechanical, plumbing, and electrical permits.
5. Receives and processes all land development applications, which includes but is not limited to; stamping in plans, checking for completeness with engineer, notifying Township Manager for Board/Commission acceptance at a public meeting, collecting fees, coordinating process with applicant through the planning commission process, tracking process from receipt to approval by Board/Commission, handling applicable notifications and correspondence, assisting with filing with County Planning Department, finalizing letters and

notifications once approved by Council, and coordinating of signature plans for recording.

6. Maintains and logs all information into the Permit Managing Software and tracks/monitors each application until complete. Code Secretary will also work hand-in-hand with Township inspectors.
7. Establish and maintain files so documents can be filed and retrieved in an orderly manner.
8. Calculates permit fees based on Township fee schedule.
9. Processes permits according to the code for approval.
10. Prepares monthly reports for Board of Supervisors.
11. Acting secretary for the Zoning Hearing Board: appeals, processes applications, collects fees, distributes/notifies the board and its attorney of applications, prepares, and submits advertisement for hearings, distributes minutes, etc.
12. Answer telephone calls and receive and assist walk-in visitors by ascertaining needs. Answer routine inquiries and/or refers to the appropriate person, department, or agency. Works independently and with diplomacy and tact in meeting the public and in performing public duties, such as answering the telephone, recording messages, screening and directing visitors to the appropriate office or building, hearing complaints or requests, relationships, and securing and furnishing other information.
13. Back-up as necessary for office and department staff.
14. Attends meetings/training as directed.
15. Other duties as assigned.
16. Various other tasks/responsibilities as requested.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong computer aptitude in utilizing computer software such as Microsoft Office and Office 365 Apps, Permit Managing Software and other cloud-based software.
- Outstanding interpersonal communication skills, with the ability to interact tactfully, courteously, and effectively with council members, department heads, supervisors, all other employees, and the public.

- Excellent typing and writing skills, with the ability to prepare clear and concise notes, memoranda, and reports in a timely manner.
- Ability to operate personal computer, copier, fax, postage and other office machines.
- Ability to perform job duties under a variety of working conditions, including occasional stressful situations, and competing deadlines and to exercise sound independent judgment.
- Ability to cross-train and be cross-trained in other staff positions.
- Ability to maintain confidentiality in all aspects of the position.
- Ability to develop knowledge of the operations, functions, and scope of authority of Township departments as related to the handling and disposition of complaints and requests for information

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- College degree preferred and/or five years of related experience.
- Willingness to continue education, expand skills and attend workshops/seminars.
- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to hold, or feel objects, tools or controls and reach with hands and arms. The employee is required to use office machines such as computers, telephones, copiers, scanners, and other related office equipment and digital media. The employee may occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision and the ability to adjust focus. Work is generally performed in an office setting with a quiet environment.

The Township building is open to the public Monday through Friday from 8am to 4pm. The candidate must be available to be at work at 8 AM and remain until 4PM. Additionally, attendance at some evening meetings will be required.

GENERAL SIGN-OFF:

Bethel Township seeks a candidate with strong work ethic, positive attitude and desire to learn new skills. This is a full-time position with excellent benefits and the salary will

be commensurate based on experience and qualifications. The employee is expected to adhere to all Township Policies. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job. Management reserves the right to update this description at any time. It is understood that employment with Bethel Township is at-will.

I have read and understand the contents of this job description, and I certify that I am able to perform these duties.

BENEFITS

Employee health care, 401(k) retirement plan, and optional 457(b) deferred compensation. Actual salary to be based on education, experience and qualifications.

Send cover letter, resume, and salary history/expectation to
township.manager@betheltwp.com

Deadline is noon on Friday, July 10th 2022.