

Town of Grand Rapids

Town of Grand Rapids Zoning Administrator - Administrative Assistant

PURPOSE OF POSITION

The purpose of this position involves responsibilities for providing zoning ordinance enforcement, assisting the assessor in all duties prescribed in the assessment contract, and to provide administrative support to Town officials and employees. The work is performed under the supervision of the Town Board.

GENERAL FUNCTION

To communicate with the Grand Rapids Town Board, Police and Fire Commission, Plan Commission, Board of Appeals, Municipal Court, and Grand Rapids residents regarding police and general administrative program support.

DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

- Interpret and enforce the zoning ordinance, taking appropriate action for projects completed without required permits.
- Provide information, obtain compliance, and enforce codes and ordinances.
- Attend monthly Plan Commission meetings. Serve as Plan Commission and Board of Appeals secretary. Prepare agendas, take minutes, provide background information, and enforce decisions.
- Custodian of public record for building and zoning correspondence, records, and files.
- Annually update the official town zoning and road maps. Obtain copies for sale to general public and for use by other town departments.
- Assist with maintaining property records and computer database of town properties, including parcel, assessment, tax, sanitary permits, building permits, sales, zoning permits, and related information.
- Assist with the Town's Comprehensive Planning efforts.
- Assist in maintaining the Town's website.

OTHER DUTIES

- Answer telephones, radios, and the general public in a pleasant and professional manner.
 - Relay information and/or direct calls or individuals to appropriate personnel.
 - Answer recycling questions or direct to appropriate contact.
 - Answer inquiries of municipal court citations.
 - Take complaints.
 - Provide information for realtors, insurance companies, and the general public from parcel cards, tax roll, computer, and plat books.
 - Answer and respond to special assessment and property tax inquiries.
- Receive and sort mail daily and distribute to appropriate individual or department.
- Provide administrative support to Building Inspector, Police Department, Clerk, Treasurer, Fire Department, and Public Works crew as delegated.

- Receipt monies from customers that are purchasing products or services (i.e. building permits, bicycle licenses, dog licenses, fines, etc).
- **Follow-up on uncollected dog licenses**

- Maintain inventory of office supplies and monitor condition of office equipment.
- Provide backup support for Treasurer/Municipal Court Clerk and Administrative Assistant essential functions in their absence, or as deemed necessary.

This position description has been prepared to assist in defining job responsibilities. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any Town Supervisor to assign, direct, and control the work of employees under supervision. The Town retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated ability to work with limited supervision, and the ability to understand and follow oral and written directions. Proficient use and knowledge of various computer programs is required; as well as the ability to perform data entry on a computer record system, and to learn any upgrades and changes as necessary. Accuracy and attention to detail is essential. The ability to read, write, add, and subtract are necessary for correspondence and reports. Excellent oral and written communication skills are important.

Basic office equipment used: calculator, copy machine, telephone, computer and printing equipment, fax, cash register, radio.

EXPERIENCE AND TRAINING

High school graduate or equivalent required; with one to two years of customer support experience desired. A valid driver's license is necessary.

Employee	Date	Town Board Chairman	Date
		Town Board Supervisor	Date
		Town Board Supervisor	Date
		Town Board Supervisor	Date
		Town Board Supervisor	Date