

## ZONING/BUILDING ASSISTANT

### Essential Duties and Responsibilities:

Attend Zoning Board of Appeals, and Site Plan Review meetings, or when directed by the Zoning Administrator or Office Manager.

Assists the Zoning Administrator & Building Inspector in reviewing, processing and filing Zoning and Building Applications.

Compiles monthly data for the township Board, zoning reports, building reports. Files permits and reports appropriately and conducts end of year consolidation of records.

Assists residents with information regarding application process and compliance with ordinances. Coordinates with Zoning Administrator and Building inspector.

May take verbal or written complaints regarding ordinance violations from residents and log them and follow up with Zoning Inspector. As well as questions from residents and contractors for the Building Inspector.

Assists Zoning Administrator with processing Planning Commission and Board of Appeals paperwork and sending out neighbor notices.

Assist Building inspector in entering permits, including Mechanical, Plumbing, Electrical.

In collaboration with the Zoning Administrator, may assist the Township Supervisor as needed.

Keeps abreast of current issues, technical information and developments related to Construction, Zoning and Planning. Attends job related workshops, seminars or other education opportunities.

Maintaining accurate files and preparing related reports, attention to detail.

Basic Accounting

Part – Time 18 Hours per week

Wage : TBD

Please send Resume to [Supervisor@nelsontownship.org](mailto:Supervisor@nelsontownship.org)

