

**TOWN OF EATONVILLE
POSITION DESCRIPTION**

POSITION: PLANNING & BUILDING ADMIN

REPORT TO: TOWN ADMINISTRATOR

WAGE: Grade 18 \$4168-\$4770 DOE 2019

DEPARTMENT: PLANNING AND BUILDING

POSITION PURPOSE

Under the general supervision of the Town Administrator, perform general and specialized administrative support duties in public works and planning processes, responding to public inquiries, assisting the public with permit applications, and assisting other department personnel. Acts as confidential clerical support to the Public Works Director, Planner and Town Administrator.

JOB DUTIES and RESPONSIBILITIES

Typical duties (not intended to be all-inclusive)

1. Responds to telephone calls, processes mail, answers routine questions, provides assistance with routine matters, and refers others to appropriate persons for a response.
2. Processes and tracks applications for land use, building, signage, grading, utility, nuisance violations and related permits.
3. Processes and tracks complaints or other notices regarding town facilities.
4. Assists with management of Town facilities, including coordinating maintenance contractors and "emergency" servicing of light bulbs, supplies, and facilities; such servicing will typically be done by a maintenance contractor.
5. Schedules, prepares agendas, and attends meetings with public works department field personnel, planning commission, board of adjustment, and others, including meetings outside normal business hours; takes notes; and prepares minutes.
6. Helps with admin functions to public works departments.
7. May assist the building inspector by making or checking measurements and calculations, and providing other assistance as directed.
8. Coordinates the process for review and approval of land use matters, building and utility permits and related procedures, by reviewing and routing application requests, by tracking review status and final actions, and by informing interested parties of such status and actions.
9. Composes letters and reports from brief instructions or notes and prepares legal descriptions of properties relative to public works and planning matters.
10. Develops and maintains filing system, office procedures, and inventory controls.
11. Performs research, compiles data, and submits reports to supervisor or other agencies as required.
12. Coordinates SEPA documents with appropriate agencies.
13. Tracks Forest Practices Applications for projects in the Mashell River watershed, including mapping and correspondence with applicants and the Department of Natural Resources.
14. Prepares invoices for Planning/Building Department.
15. Other duties as assigned by the Town Administrator.

MINIMUM QUALIFICATIONS

Required - Ability to type with accuracy and speed.

Possession of a valid Washington State driver's license, or ability to obtain one within 30 days.

Acceptable driving and criminal record.

Ability to sit at a desk for an extended time and use a PC workstation for extended hours.

Ability to lift and carry a 25-pound weight on occasion.

Knowledge of the principles, practices, and procedures of office administration.

Ability to communicate effectively with in written and spoken English.

Establishment and maintenance of effective working relationships with co-workers and the public.

Ability to operate a variety of office equipment and Microsoft Office products.

Ability to perform duties with limited supervision.

Strong organizational skills, enabling the ability to accomplish multiple tasks with accuracy.

Desirable - Graduate of a two-year college or business school, or equivalent combination of education and experience.

3 years experience in a municipal government office performing paraprofessional and clerical work.

Familiarity with construction, including building, mechanical, electrical codes, land use and municipal codes.

WORKING CONDITIONS

Work is generally performed while sitting in an office environment