



CITY OF GROTON POSITION DESCRIPTION BUILDING AND ZONING ASSISTANT

Position Title: Building and Zoning Assistant (PT-Temporary)
Department: Building and Zoning
Reports to: Building and Zoning Official
Union: Non-Union
FLSA Status: Non-Exempt
Approved By: Mayor
Approval Date: AUG 2019
Pay Rate: \$18.00/hour
Closing Date: 4pm on December 9, 2021
To apply: Submit application with resume to hr@cityofgroton-ct.gov

SUMMARY

The Building and Zoning Assistant will perform document management and records retention, project files and legal files for the Building and Zoning Department. The position may be required to assist in the intake of building permit applications, customer and staff support as well as front desk duties when required. This position reports to the Building and Zoning Official.

ESSENTIAL DUTIES

The essential functions or duties listed below are the primary functions and duties of this position.

1. Performs document management and records retention of correspondence, project files and legal files for the Building and Zoning Department in compliance with all Federal and State requirements.
2. Maintains and updates a retention schedule for records and a manual of operating procedures for records and a manual of operating procedures for retention, storage and destruction, as well as associated management forms.
3. Complies with CT State Library's retention schedule for public records. Secures approval from the Office of the State Librarian for disposal of public records.
4. Prepares and catalogs files for microfilming or records management system processing.
5. Writes routine reports; helps maintain a variety of building and zoning related records; maintains extensive street file system and filing system.
6. May assist the Building and Zoning Secretary with front desk duties when they are absent from the office.
7. May provide information to the public in response to the building permit application process and procedures.

8. May assist the public in completing applications and other necessary forms.
9. May receive permit applications and plans and review same for completeness.
10. May calculate fees for building, plumbing, mechanical, electrical, and other types of building permits.
11. May schedule meetings and inspections in Outlook for Building and Zoning, Fire, and other departments with clients or other agencies as necessary.
12. Directs the public to various departments for information necessary to apply for other permits.
13. Verifies contractors' licenses; sorts and routes permit application packages.
14. Performs routine clerical duties as required.
15. Responds to Freedom of Information Act (FOIA) requests from the Mayor's office.
16. Performs all work in accordance with applicable Federal and State safety regulations as well as the City and/or Department of Utilities Safety Manual(s).
17. Performs all duties as assigned.

EDUCATION AND LICENSES

High School/Tech School diploma and a minimum three years' experience working in a building or planning department, or an equivalent combination of education and experience.

Some familiarity with permit tracking computer applications preferred.

Must possess and maintain a valid Motor Vehicle Operator's License.

QUALIFICATIONS AND COMPETENCIES

- Experience in a broad range of administrative duties
- Understands and supports the City of Groton's Building and Zoning department's core functions
- Understanding of the relationship between zoning ordinances and building code requirements
- Ability to perform accurate arithmetic calculations
- Knowledge of computer hardware and software programs, including Microsoft Office Suite, and other programs as required
- Ability to manage various databases and analyze data, organize and maintain electronic filing systems
- Ability to perform multiple tasks with frequent interruptions; use independent judgment and technical knowledge
- Ability to learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures
- Work effectively with a wide variety of people; maintain composure under difficult circumstance
- Manage project demands, priorities, costs, and time lines to meet service requirements
- Communicate views and concerns of the public, city employees, and representatives of other agencies to the department staff

- Considerable ability to establish and maintain effective and courteous working relationships with City officials, public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers

PHYSICAL DEMANDS

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: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; climb stairs to various levels; use hands; fingers; wrists for repetitive motion; handle or feel objects; reach with hands and arms; drive; get in and out of vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate in the office. The employee will routinely operate typical business office equipment, including computer hardware.