

ASSISTANT TO THE DIRECTOR OF TECHNICAL SERVICES (CODE ENFORCEMENT)
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Responsible for the day to day operations and office administration of the Code Enforcement Division of the Department of Technical Services and has direct responsibility for Animal Control and Parking Enforcement functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Technical Services and in collaboration with the Deputy Director – Department of Technical Services (Code Enforcement), the incumbent of this position is responsible for the daily operations and work flow of the Code Enforcement Office in the Town of Cortlandt. Duties involve the receipt and initial review of permit applications, assisting the public with explaining the application process and the general administration of office matters (i.e., personnel assignments, budget, purchasing, etc.). In addition, the incumbent has direct responsibility for the Animal Control and Parking Enforcement functions of the Code Enforcement Division. Supervision is exercised over office/clerical and technical support staff in the Code Enforcement Division.

EXAMPLES OF WORK: (Illustrative Only)

Functions in the role of office manager in overseeing the day to day operations of the Code Enforcement division of the Department of Technical Services;

Receives permit applications from residents, contractors and agents, reviewing same for completeness and enters information into tracking database;

Responds to requests for information on permit applications procedures, status of permit applications, parcel zoning and/or status of buildings on a parcel;

Schedules permit inspections and responds to applicant inquiries regarding results of inspection;

Receives complaints from the public, sets-up information in database tracking system, assigns inspectors, and tracks issue to closure;

Prepares division budget and monitors expenditures;

Prepares weekly payroll information and tracks division employee time and leave balances, preparing reports as necessary;

Reviews and approves all purchases for the Code Enforcement division;

Prepares accounts receivable reports for the Town Comptroller;

Tracks escrow accounts and payments of escrows, approving return of escrow funds where inspections have been satisfactorily completed;

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EXAMPLES OF WORK (Illustrative Only) (continued)

Assists the Deputy Director – Department of Technical Services (Code Enforcement) with Zoning Board appeals by completing research of background information;

Supervises the Animal Control and Parking Enforcement functions of the Code Enforcement division;

Assists the GIS Committee on implementing a digital tax parcel map with outside consultants and in coordination with the Assessor's Office and Engineering division.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management; good knowledge of public administration as it pertains to personnel management, budgeting, purchasing, financial record keeping and records management; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to become familiar with and adapt to laws, regulations, policies and practices; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with Town officials, administrators, other employees and the general public; good judgment in the treatment of the public; thoroughness; dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) five years of work experience where the primary functions of the position were administrative, managerial or administrative support in nature; or b) graduation from a recognized college or university with a Bachelor's Degree and one year of experience as in (a) ; or c) a Master's Degree in Public Administration or closely related field; or d) a satisfactory equivalent combination of the foregoing training and experience.

Town of Cortlandt
J.C.: Competitive
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Job Class Code: 0553