**Town of Bridgton**

**Administrative Assistant – Code Enforcement**

**(FULL– TIME)**

**POSITION NARRATIVE:**This is a responsible and varied secretarial and administrative position serving as the Administrative Assistant to the Code Enforcement Officer, Board of Appeals and Planning Board.Work involves considerable contact with the public and the screening of calls and callers. Work requires familiarity with the organizational and operating characteristics of various departments. The employee frequently has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information, and other public contact work. Work is performed under the general supervision of the Town Manager. Except for unusual assignments that may involve careful instruction and supervisory review, work is normally carried out in accordance with only general instructions and is subject to occasional review of methods and results.**LEVELS OF AUTHORITY AND DECISION MAKING:**\_x\_ Routine actions and following the requirements of the procedures assigned to the position tasks. x Decision making relates to interpreting policies and procedures and applying those to the tasks of the position.\_\_\_ Decision making includes recommending policy and amending procedures to improve the efficiency of task completion.**SUPERVISION:**This position is supervised by the Code Enforcement Officer.

**Code Enforcement performance Statement:**

In the performance of the below respective tasks and duties, the Administrative Assistant is expected to conform to the following:

* Perform quality work within deadlines with or without direct supervision
* Interact professionally with other employees, existing or future homeowners, Realtors, Attorneys, Engineers, Architects and Contractors
* Work effectively as a team contributor on all assignments
* Work independently while understanding the necessity for communicating and coordinating work efforts with others.

**General Job Description:**

Perform administrative and office support activities for the Code Enforcement Office.

**Essential Functions:**

* Serve as receptionist for walk-in residents/customers seeking services or information.
* Answer incoming administrative/business telephone calls during business hours to schedule appointments or answer basic code related questions.
* Track ordinance violations and send appropriate correspondence to violators while meeting required deadlines for violation notifications with contact with the town attorney, as directed by the Code Enforcement officer.
* Secretarial skills for assisting the Planning and Appeals board with setting agendas, minute taking and recording as well as preparing documents for the boards within the deadlines required.
* Assisting with questions related to Planning and Appeals board applications.
* Ability to become a Local Plumbing Inspector in the absence of the Code Enforcement Officer.
* Filing and scanning of building permits and other building documents accurately.
* Building and Plumbing permit monthly reporting.

**Qualifications:**

* High school diploma or GED equivalent. A minimum of two (2) years of general office, communications, or records management experience.
* Reliable transportation to and from work.
* Excellent organizational skills as well as verbal and written communication skills.
* Ability to positively interact with public
* Ability to work independently with little direction

**Minimum Required Knowledge, Skills & Abilities:**

* Intermediate knowledge of Microsoft Word and Excel
* Ability to juggle multiple projects with accuracy
* Strong sense of urgency and problem-solving skills
* Skill in operating standard office machines, including but not limited to, personal computer, Xerox machines, fax machine, etc.
* Ability to learn the applicable laws, ordinances, and department rules and regulations
* Ability to communicate effectively orally and in writing
* Ability to be detail oriented
* Ability to manage time efficiently with minimal supervision
* Ability to communicate effectively with employees interdepartmentally
* Ability to read and interpret documents

**This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities, as necessary.**