



Northampton Township Position Classification Plan

Job Title: Bldg. & Zoning Assistant

Category: Non-Exempt

Department: Building and Codes

Supervisor: Planning and Zoning Dir.

Position Summary:

The Building and Zoning Assistant is responsible for providing administrative and clerical work.

Position Requirements:

- Assist residents with building permit application process.
- Assist with the permit process from submission through approval with the applicants, contractors, and departmental staff.
- Assist with permit tracking.
- Coordinate requests for additional information and corrections between all parties involved in the process.
- Schedule inspections.
- Follow up on resident inquiries and requests for information.
- Follow up on permits with contractors and residents, including third-party electrical underwriters and the Township engineer.
- Maintains filing systems as required.
- Perform administrative duties without supervision.

Qualifications:

Education and Experience

- High school diploma required
- One (1) to three (3) years of administrative experience, preferably in municipal government, building, or code enforcement
- Experience in a public administration employment setting preferred

Knowledge, Skills, and Abilities

- Basic in Microsoft Word and Excel
- Knowledge of document imaging software
- Knowledge of office practices, rules, regulations, procedures and functions of equipment
- Knowledge of planning, zoning, and building functions
- Ability to maintain complex administrative records and to prepare accurate reports/correspondence
- Ability to exercise good judgment, courtesy, and tact in answering questions of the public and in making proper disposition of problems
- Ability to work independently on difficult or complex administrative tasks

Working Conditions

The position is full-time, usually from Monday through Friday with some occasional evening and weekend hours.

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. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.