**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Development & Enforcement Assistant*

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 **GENERAL STATEMENT OF DUTIES:**

The Development & Enforcement Assistant is responsible for the clerical duties and record keeping for the Development & Enforcement Department. The Development & Enforcement Department includes the Building Official, The Zoning Enforcement Officer, The Inlands Wetlands Officer, The Blight Enforcement Officer and all assistants to the above mentioned.

**ESSENTIAL DUTIES & RESPONSIBILITIES**:

* Communicate with the public to assist in the compliance with State and Local Codes and ordinances.
* Facilitate the process of issuance of permits and compliance certificates
* Document and record all applicable Licenses of Tradesmen and insurance documents.
* Proficient computer skills and abilities to work with different software programs implemented by The Office of Code Compliance.
* Schedule and assist in the management of daily inspection requirements and inspection documentation. In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor(s).
* Direct clients and assists in the flow of documents from originating permits through completion of inspection and C/O. Includes organizing step-by-step procedures to coordinate all areas of compliance: zoning, building, Fire Marshal, and inspection.
* Organize and maintain files of enforcement agents
* Create and file appropriate legal notices for land use boards per statutory notice requirements

**SUPERVISION RECEIVED:**

* Works under direct supervision of the Code Compliance Coordinator
* Works under the general supervision of the Director of Development & Enforcement.

**SUPERVISION EXERCISED:**

* None.

**QUALIFICATIONS:**

**KNOWLEDGE, SKILL, AND ABILITIES:**

* Knowledge of the organization and operation of Seymour’s municipal government.
* Ability to interact cordially with the public.
* Ability to deal with contractors and clearly convey the Town’s land use regulations
* Knows regulations and flow of various aspects of permitting
* Ability to understand and follow written and oral instructions.
* Ability to answer phone calls, take message and direct information
* Must have computer and data processing skills.

**EXPERIENCE AND TRAINING:**

* High school graduate or equivalent.
* Clerical office experience of at least four (4) years preferred.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with Director of Development & Enforcement, in an annual meeting scheduled each January
* The Director of Operations, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
	+ - A formal, written report on the employee’s performance will be completed by the Director of Operations and the Director of Development & Enforcement. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.