

BOROUGH OF DUNMORE



400 South Blakely Street
Dunmore, PA 18512
570-343-7611 / FAX 570-343-8107

ADMINISTRATIVE ASSISTANT – CODE ENFORCEMENT & ZONING

POSITION

Exercises discretion performing administrative functions relative to the development and implementation of policies and procedures in the Borough of Dunmore Code Enforcement and Zoning Departments. Reports directly to the Borough Manager. Handles material and information of a sensitive nature. Performs a variety of administrative duties such as gathering information, preparing reports, entering information in databases and spreadsheets, collecting fines, and maintaining sound records for the Code Enforcement and Zoning Departments.

ESSENTIAL JOB FUNCTIONS

- Maintains Code Enforcement and Zoning Files.
- Advises Residents, Contractors, and Others with regard to Borough of Dunmore Building Codes.
- Assists with the development and implementation of policies for the Code Enforcement and Zoning Departments.
- Monitors and maintains reporting schedules and requirements.
- Tracks progress toward Borough Code Enforcement and Zoning outcomes and goals.
- Collects fines and assessments related to Code Enforcement and Zoning.
- Assembles all necessary supporting materials and documents, including budget reports, outcome measurements, success stories, etc.
- Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations.
- Prepares, edits and revises correspondence, reports and other documents.
- Prepares periodic and special reports, compiles the information and maintains department reference information.
- Organizes the cataloging, retention and retrieval of department documents.
- Conducts administrative research.
- Performs other duties as requested by the Borough Manager, including handling materials and information of a somewhat sensitive nature.
- Performs other duties as assigned.

QUALIFICATIONS

- Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. Computer skills proficiency – Microsoft Word, Excel, PowerPoint etc.
- Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.
- One year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

PHYSICAL REQUIREMENTS

- Position will require the ability to frequently reach, stand, walk, grasp, sit, talk, hear, see, and occasionally perform repetitive motions.
- Position will require the ability to lift and carry items up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Position must be able to operate a motor vehicle to conduct Borough business.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

Additional Information:

HR Use Only	
Management? (Yes/No)	NO
Exempt status	NO
Last revised	DATE

Employee Signature:

Name: _____ Date: _____