Bloomfield Township, MI Job Description

Classification Title	PBO Assistant – Part-Time
Department	PBO
Job Type	Part Time
FLSA Status	Non-Exempt
Pay Grade	PT 112
Union	Non-Union

GENERAL SUMMARY

Performs a variety of administrative tasks involved in the daily operation of the Building Division.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides customer service by addressing complaints, accepting and completing Freedom of Information Act requests, processing Change of Occupancy requests, and issuing bonds and permit transfers.
- Informs the public about requirements and processes relating to land use, construction, ordinances, property information, zoning, and permit information.
- Answers department phone calls. Answers ordinance/zoning inquiries. Registers complaints. Relays application status updates. Cites violations and gives information about fees.
- Issues permits and processes applications in Building and Ordinance. Be able to cancel permits. Responds to inspection requests and coordinates inspections with inspectors.
- Processes time-sensitive incoming mail, permit extension requests, temporary certificate of occupancy extension requests and refund requests.
- Scans and fills out building-related documents. Maintains and organizes the Building Division's documents and records. Operates general office equipment.

- Maintains filing systems, organizing, scanning, destroying, retrieving, logging, boxing, and storing documents.
- Prepares official documents, such as Hold Harmless Agreements and Single-Family Affidavits. Prepares planning and annual reports.
- Assist with public meeting preparation and follow up, such as drafting meeting minutes, agendas, and entering meeting results into BS&A.
- Help prepare public notices including bulk mailing.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Township ordinances and zoning requirements
- State building codes and requirements
- Planning, building trades, and the activities of the department
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

Skill in:

- Use of relevant computer software as necessary

Ability to:

- Manage multiple tasks simultaneously
- Remain organized and prioritize workload
- Pay close attention to detail
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	**Seldom or Never**	**Sometimes or Occasionally**	**Frequently or Often**
Office or similar indoor environment	—	—	YES
Outdoor environment	YES	—	—
Street environment (near moving traffic)	YES	—	—
Construction site	YES	—	—
Confined space	—	YES	—
Vehicle	YES	—	—
Warehouse environment	YES	—	—
Shop environment	YES	—	—
Exposures	**Seldom or Never**	**Sometimes or Occasionally**	**Frequently or Often**
Individuals who are rude or irate	—	—	YES
Individuals with known violent backgrounds	YES	—	—
Extreme cold (below 32 degrees)	YES	—	—
Extreme heat (above 100 degrees)	YES	—	—
Communicable diseases	YES	—	—
Moving mechanical parts	YES	—	—
Fumes or airborne particles	YES	—	—
Toxic or caustic chemicals or substances	YES	—	—

Loud noises (85+ decibels)	YES	—	—

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	08/22/2022, 11/12/26
Dates revised:	N/A