



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

<b>Job Title:</b>	Land Use Administrator	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Building Department	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Full-Time
<b>Level/Starting Rate:</b>	3/ \$19.47/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>The Land Use Administrator is typically the first point of contact which makes customer service an integral aspect of this position. Must be knowledgeable, courteous, and professional. The ability to be a resourceful, organized problem-solver is essential to this position. Work is performed in busy office conditions with regular interruptions to respond to requests for information or service. The workload is subject to both predicted and unplanned fluctuations. Duties require daily contact with residents, builders, plumbers, electricians, engineers, realtors, government agencies and other town departments, boards, and committees. Contact is in person, by telephone, fax, e-mail, and in writing. The incumbent must be able to follow existing policies and procedures and be able to develop new policies and procedures that are compliant with all Federal, New York State, and Local laws and regulations to ensure compliance. Has extensive knowledge of departmental operations and exercise good judgment in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures. Assists the Code Enforcement Officer and Zoning Enforcement Officer with all administrative duties as well as technical duties as needed. Cooperates with all other administrative departments within the municipality as well as applicable outside agencies. Creates Job Descriptions and trains new staff. Conducts employee performance evaluations. Creates annual budget forecasts for all departments within the division of Land Use. Performs a wide variety of administrative and technical tasks making knowledge of office machines, computing, and light bookkeeping an integral aspect of this role.</p> <p><b>Duties</b></p> <p>Essential Duties and Responsibilities The essential functions or duties listed below 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.</p> <ul style="list-style-type: none"> <li>• Has knowledge and understanding for the complexity of construction concepts, internal and external public agencies, permitting requirements, responsibility for assigning inspections, client meetings/conferences of a complex nature and the capacity for solid independent judgement</li> <li>• Cooperates with, and when necessary, requests assistance from local state and federal officials concerned with building housing and zoning matters</li> <li>• Interview and obtain information from applicants in order to determine their needs; obtains technical and code information from applicants; informs applicants of special requirements and special problem areas in order to expedite the permit process; assists the public in completing building permit applications and calculates fees based on established fee schedules</li> </ul>			

Last Updated By:		Date/Time:	
Approved By:		Date:	
Reviewed By:		Date:	
<p><b>Preferred Skills</b></p> <p>Knowledge of: construction plans, Uniform Building Codes, Planning and Zoning regulations and procedures, land use terminology, construction terminology, construction practices, and other local agency permit processing regulations and procedures. Effective interviewing techniques, computer operations, read architectural and engineering scales, and mastery of basic math. Review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, represent the department with tact, and interact effectively</p> <p><b>Qualifications and Education Requirements</b></p> <p>Must be a NYS Certified Code Enforcement Officer or have commensurate experience/training. Knowledge of customizing the permit software, to suit standard and unique permitting and inspecting conditions. Possess knowledge of building, planning and zoning codes.</p> <ul style="list-style-type: none"> <li>• Reviews submitted applications, plans, and permit documents, and other pertinent information to verify accuracy and completeness of information</li> <li>• Processes permit applications and plan intake; determines processing needs for projects</li> <li>• Periodically reviews local laws and codes pertaining to Planning/Building and Zoning</li> <li>• Interviews, trains, and supervises the activities and time management of subordinates and approves time sheets</li> <li>• Prepares and submits monthly departmental activity reports</li> <li>• Develops, monitors, and submits yearly budgetary forecasts for the Building/Zoning Department, Planning Board and Zoning Board of Appeals</li> <li>• Assists in creating short- &amp; long-term departmental objectives in accordance with municipal goals</li> <li>• Reviews and approves all vouchers from outside agencies and internal staff that are applicable to the Building/Zoning/Planning Board and ZBA budgets</li> <li>• Attends Town Board, Planning Board, ZBA and other committee meetings when necessary</li> <li>• Coordinates responses to public records requests and P/Z determinations</li> <li>• Conduct Records Search requests and prepares the Certificate of Occupancy/Violation/Street Reports requested by abstract companies</li> <li>• Collects fees and inputs daily revenue and develops reports to submit to the Town Clerk's Office</li> <li>• Provides administrative support to Building/Planning and Zoning Department officials</li> <li>• The Building Dept. Administrator should be able to identify and address the needs of the division of Land Use and perform administrative tasks to ensure the Building Dept. office runs smoothly</li> <li>• Prepare end of Fiscal (or bi-annual) reports for the National Census Bureau</li> <li>• Provides clerical services for the Code Enforcement Officer and Zoning Enforcement Officer</li> <li>• Assigns and monitors work to clerical staff</li> <li>• Conducts interviews and creates job descriptions</li> <li>• Policy and procedure development</li> <li>• Maintain Building Department webpage</li> <li>• Maintains all Building, Planning, and Zoning Town Records and is familiar with NYS MUI schedules</li> <li>• Maintains confidentiality with sensitive information</li> </ul>			

