

ASSISTANT TO THE DIRECTOR OF TECHNICAL SERVICES (CODE ENFORCEMENT)  
(TOWN OF CORTLANDT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Technical Services and in collaboration with the Director of Code Enforcement, the incumbent of this position is responsible for the daily operations and office administration of the Code Enforcement Division of the Department of Technical Services in the Town of Cortlandt. Duties involve the receipt and initial review of permit applications and assisting the public by explaining the application process. In addition, the incumbent has direct responsibility for the Animal Control and Parking Enforcement functions of the Code Enforcement Division. Supervision of staff is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assist office/clerical staff in receiving permit applications from residents, contractors and agents, reviewing same for completeness and enters information into tracking database;

Responds to requests for information including FOIL and status of permit applications on a parcel;

Coordinates and assists in the scheduling of code enforcement inspections and responds to applicant inquiries regarding results of inspection;

Receives complaints from the public, sets-up information in database tracking system, coordinates inspections, prepares report of violations/summons and tracks issue to closure;

Prepares weekly payroll information and tracks division employee time and leave balances, preparing reports as necessary;

Assists the Director – Department of Technical Services and the Director of Code Enforcement with Zoning Board appeals by completing research of background information;

Compiles and coordinates reports (quarterly/yearly) for the town board and requirements of the department of state and other agencies.

Supervises the Animal Control and Parking Enforcement functions of the Code Enforcement division;

Coordinates training for the Animal Control and Parking Enforcement staff;

Ensures that violations are properly scheduled for court calendar through coordination with Town legal department and Justice Court;

Assists the Director of Code Enforcement with budget preparation:

Assists the Director of Code Enforcement with purchases;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains records of inspections, decisions made and actions taken by staff members of the Department of Technical Services, Code Enforcement, Animal Control and Parking Enforcement;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management; ability to become familiar with and adapt to laws, regulations, policies and practices; ability to establish and maintain effective working relationships with Town officials, administrators, other employees and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; thoroughness; dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of work experience in an administrative support, staff\* or supervisory capacity; or (b) a Bachelor's Degree\* and one (1) year of experience as in (a); or (c) a Master's Degree\* in Public Administration or a closely related field.

\*DEFINITION: Incumbents perform functions in a support role to higher level administrators. This could involve office management; participation in budget preparation and monitoring; personnel; administrative analysis, including involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning, management activities; purchasing; public relations; and other similar functions. Staff experience is to be distinguished from "line experience," as "line" functions involve the delivery of services, or the day-to-day operations of a department.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Town of Cortlandt  
J.C.; Competitive  
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Job Class Code: 0553