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Director, Human Resources



Town of Ludlow
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**** EXTERNAL POSTING ****

Title:	Administrative Assistant	Classification:	35 Hrs./Week; Non-Exempt; Union; Benefited
Department:	Inspectional Services / ZBA	Grade: LATOSS 4	Hourly Rate: \$24.0427-\$29.6678 Eff. 7/1/21
Reports to:	Department Head	Effective Date:	August 30, 2022

GENERAL SUMMARY

The Administrative Assistant reports to the Department Head and is responsible for the day-to-day operation of the office with special emphasis on facilitating communication between the public, contractors, the Building Commissioner, and other Town employees. This position is required to assist the Plumbing and Electrical Inspectors with facilitating appointments for inspections and obtaining all necessary paperwork from contractors and citizens as well as assist the Zoning Board of Appeals with all administrative functions and taking and transcribing their meeting minutes.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Provide the public with assistance completing permits; provide information pertaining to Department issues including zoning requirements, flood plain, district overlay and subdivision maps, etc.
- Process and issue all approved building, electrical, plumbing and gas permit applications.
- Open all incoming mail, take appropriate action; prepare/mail correspondence to appropriate parties (zoning violations, permit denial, insurance, etc.); input data into Business Automated Software Program.
- Review incoming plumbing and electrical permit requests; ensure contractors' licenses are in good standing; audit all permits to provide statistical data for the Department's annual reports.
- Schedule and track all inspections for the Building Commissioner, Electrical Inspectors and Plumbing/Gas Inspectors daily.
- Maintain contractors' information (contacts, license registrations, worker's compensation affidavits, certificates of insurance).
- Maintain Building Dept. files/records (annual inspection logs, liquor license inspections, certificates of occupancy, etc.) as well as files/records for the Zoning Board of Appeals.
- Prepare payroll; process accounts payables; update department forms; maintain/order office supplies.
- Maintain all monies received for permits and inspections; remit same to the Treasurer.
- Process and track all complaints regarding any building and zoning By-Law violations.
- Schedule meetings/hearings for ZBA; coordinate and post all legal notices for public hearings; attend all ZBA meetings and transcribe meeting minutes; prepare and file decisions of the ZBA; streamline the application process for the ZBA; and keep the ZBA Chairperson informed of all action matters.

MINIMUM QUALIFICATIONS

Qualified applicants must have an Associate Degree with 3 - 5 years of related work experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be proficient in Microsoft Office suite and various other software programs. Must be familiar with standard office procedures, management and equipment. Must possess excellent customer service, time management and organizational skills as well as ability to pay attention to detail, maintain strict confidentiality when handling sensitive information and be a self-starter. Regular and punctual attendance is a requirement of the position. Additionally, Candidate must be able to work Monday – Friday, 8:30 a.m.- 4:30 p.m.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at www.ludlowma.us:81/HR/ by email to HRJobs@ludlow.ma.us. Applications will be accepted until position is filled. Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.