

Building Administrator
Responsibilities and Duties

To administer all Building Department functions, including but not limited to:

1. Provide public with necessary building permit applications (including building, electrical, mechanical, Plumbing etc.) and answer any related questions.
2. Input permit information into BS&A software program, collect payments and issue permits.
3. Coordinate inspections with owner/contractors and schedule inspectors as needed.
4. Record all building bonds and refund upon project completion.
5. Generate payroll report for inspectors and give to Clerk.
6. Coordinate response to ordinance complaints and/or violations.
7. Provide monthly building report to Clerk for monthly board meeting.
8. Reports to the current Building Official
9. Reports to and advises the Township Supervisor
10. Maintains contractors licensing tracking system.

Planning & Zoning Administrator
Responsibilities and Duties

To administer all Planning & Zoning Department functions, including but not limited to:

1. Help customers with questions concerning planning and zoning and where to find information and forms.
2. Accept applications for rezoning, special land use, site plan approval and other planning and zoning issues.
 - a) Calculate and collect the required planning, engineering and legal fees and accept fees from applicant.
 - b) Work with Planner for information or to address issues.
3. Create public hearing notices as required.
4. Prepare and post agendas for monthly Planning Commission meetings and Zoning Board of Appeals. Distribute meeting packets to Planning Commission members, Planner, Zoning Board of Appeals members and others as necessary.
5. Attend Planning Commission and Zoning Board of Appeals meetings.
6. Create, update and maintain Planning Commission and Zoning Board of Appeals files.
7. Confer with Planner, Attorney and Engineers and assemble information as required regarding all planning and zoning matters.
8. Maintain accounts for each applicant/project which includes fees paid and expenses incurred and ensure all expenses are funded by the applicant.
9. Work with Planner for zoning ordinance amendments, Master Plan updates, Parks & Recreation Plan.
10. Back up when needing assistance with customers and building department.
11. Reports to and advises the Township Supervisor