

*CODE & ZONING COORDINATOR*

*DISTINGUISHING FEATURES OF THE CLASS:* This is an administrative level position. The work involves responsibility for the efficient and effective operation of the Code and Zoning Office in the Town of North Elba and the Village of Lake Placid. The incumbent performs the duties of a liaison for the building department and the public. The incumbent is expected to insure that proper and effective information is provided to the Town and Village review board, planning commission and the Zoning Board of Appeals. Does related work as required.

*TYPICAL WORK ACTIVITIES:* (Illustrative only)

Acts as an advocate for the general public who wish to build or renovate property in the Town of North Elba and the Village of Lake Placid;  
Needs to be proficient in reading blue prints and building plans;  
Performs the duties of secretary as needed for the Review Board, Planning Commission and the Zoning Board of Appeals.  
Provides minutes of meetings in a timely manner, insuring proper distribution;  
Ensures that information regarding building plans and copies of permits are provided to the Assessors Office in a timely manner;  
Responsible for computerized data base systems for all forms required within the building and codes department;  
Collect and track fees as required within the permit process;  
Assists in the coordination and scheduling of necessary inspection throughout the permit process;  
Assists in the development of a paperless system to track reports as required;  
Organizes and files paperwork related to the permit process;

*FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:*

Thorough knowledge of building codes and zoning requirements within the Town and/or Village;  
Thorough knowledge in the use of computers and computer software programs;  
Good knowledge of building trades;  
Ability to maintain an effective working relationship with department heads, employees and the general public;  
Ability to read and interpret plans and specifications;  
Ability to write clear and concise reports and maintain accurate records;  
Ability to communicate effectively both orally and in writing;  
Ability to be firm, but courteous, thorough, tactful;  
Sound judgment;  
Physical condition commensurate with the demands of the position.

*MINIMUM QUALIFICATIONS:*

(a) Graduation from a recognized college with an associate degree in business, public administration, or related field and two years of paid experience in a related field.

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(b) Graduation from high school or equivalency and four (4) years of paid experience as defined in (a) above.

(c) An equivalent combination of training and experience as defined by the limits of a, & b, above.

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October 29, 2003