

Position Description

Londonderry Administration Building

Codes Office Coordinator

Pay Range: \$18-\$21/hr

Full Time

FLSA Status: Non-Exempt

General Purpose:

The Codes Office Coordinator will perform a variety of secretarial and clerical work of a complex nature in the Department of Codes and Planning. This position is also responsible for general office functions, detailed records keeping, minutes of public meetings, and the administrative functions of the Department.

Supervisor:

Works under the direction of the Department Head of Codes and Planning.

Hours of Work:

The Codes Office Coordinator will work a forty (40) hour week. Overtime may occur on assignment from the supervisor. The 40-hour week will be from 8:00am to 4:00pm. The employee shall receive one half hour for lunch, paid.

Essential Duties and Responsibilities:

The Codes Office Coordinator will perform the following functions and responsibilities:

- Receptionist: Shall act as the initial contact for all in-person and phone contacts in the Codes Department with residents and businesses and shall assist with email communication. Shall be responsible for the transmittal of applications, permits, plan filings, and other material that is being processed through the Department. Shall be responsible for the opening and closing of the Department public spaces for business at the appointed times.
- Permit Clerk: Shall be responsible for the proper receiving, processing, tracking, and preparation of applications and permits, including coordination with Third-Party UCC Inspectors, Township SEO and Engineer for reviews and approvals. Shall also be responsible for assignment, tracking, and processing of permit and plan submission fees.
- Secretary: Shall assist the Department Head of Codes and Planning with preparation of agendas, narratives, and packets for the Planning Commission and Zoning Hearing Board, assist in the preparation of correspondence, calendar coordination for inspections and other appointments, filing and records, filing of required legal advertisements and postings, and required reports to the Township Manager and Board of Supervisors.

Experience and Qualification:

The Codes Office Coordinator is desired to have the following qualifications at a minimum

- High school diploma and 4 years of related experience, preferably in a government setting
- College degree and 2 years of related experience, preferable in a government setting
- International Code Council Permit Technician certification or the ability to obtain within 1 year of hire

Necessary Skills and Abilities:

The Codes Office Coordinator is desired to have the following skills and abilities

- General knowledge of governmental, land development, and permitting processes
- Excellent proficiency in Microsoft Office Suite along with other modern office procedures and software
- Knowledge and familiarity with permit management software or similar
- Good working knowledge of the English language, including grammar, spelling, and punctuation
- Ability to transcribe live and recorded dictation
- Clear communication and active listening skills
- Ability to effectively handle themselves when dealing with persons both in-person and on the phone

Working Conditions:

Work is performed in quick paced office environment. Occasional attendance at evening meetings outside of regular business hours is required, particularly meetings or hearings of the Planning Commission, and Zoning Hearing Board.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

04/2025