

Job Opening in the Building Department

11-16-20

The Adams County Building Department is looking for a Full Time Deputy. Bookkeeping, organizational skills and the ability to pleasantly deal with all types of people is a must. Will be required to get familiar with the Adams County Zoning & Land Use Ordinance. General Building Knowledge would be a plus, but this can be learned.

Job responsibilities are as follows:

Daily Schedule

- 1 Answer the phone. Keep a daily calendar for the office.
- 2 Schedule inspections for the Building Inspector.
- 3 Document the previous day's inspections.
- 4 Report Electrical Services to AEP or REMC as they are approved by the inspector.
- 5 Issue Certificate of Occupancy and close files on completed projects.
- 6 Assist walk-in customers.
- 7 Issue Building Permits & Location Permits.
- 8 Pick up the mail.

Weekly Schedule

- 1 Quietus the money received from County, Monroe & Geneva Permits.

Bi-Weekly Schedule

- 1 Prepare the payroll for the entire office.
- 2 Submit Expense Claim Vouchers to Auditors Office per their schedule.

Monthly Schedule

- 1 Run permit reports & reconcile to multiple forms. Communicate and send multiple reports to various organizations, offices and people.
- 2 Schedule the Directors monthly report to the Commissioners.
- 3 Balance Budget – Should match the Auditors balance.

Annual Schedule

- 1 Review with the Director & submit the Annual Budget for the Building Department, Plan Commission & the BZA.
- 2 Finalize Monroe & Geneva Location Money.
- 3 Produce and bind End of the Year Reports.

Applications can be picked up at the Auditors Office or in the Building and Planning Office. Please attach a cover letter and a resume. Applications are due into the Auditors Office by December 1st at 4:00 p.m.