

RESOLUTION NO. 3-2017


A RESOLUTION OF THE COUNCIL OF TRAPPE ADOPTING THE ASSISTANT CLERK/ASSISTANT PLANNER JOB DESCRIPTION

WHEREAS, the Council of Trappe has determined that it is desirable and in the public interest to adopt a job description for the position of Assistant Clerk/Assistant Planner;


NOW, THEREFORE, BE IT RESOLVED by the Council of Trappe that the Town Assistant Clerk/Assistant Planner job description, which is attached hereto and incorporated by reference herein, is hereby ADOPTED.


RESOLVED, this 1st day of November, 2017.


Norman Fegel



Tonya Pritchett


Robert Diefenderfer, Jr.


Walter Chase, Sr.


Nicholas Newnam

I hereby certify that the foregoing Resolution 3-2017 of the Town of Trappe was duly read and enacted in accordance with the applicable provisions of the Charter of the Town of Trappe.

Attest: 
Erin Braband, Town Administrator-Clerk/Treasurer
Town of Trappe

Assistant Clerk/Assistant Planner
Job Description

Adopted by Resolution _____ on _____.

This resolution redefines the position of Assistant Clerk/Assistant Planner. The Assistant Clerk/Assistant Planner is an at-will employee of the Town of Trappe and answers directly to the Town Administrator and in her absence the Town Council.

This position shall be hourly, full-time employment working such hours as required, to accomplish the duties assigned but not to exceed 40 hours in any given week without Supervisory approval and additional compensation.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Asst. Clerk/Asst. Planner include, but are not limited to, the following items:

A. General responsibilities

- Assists customers on the phone and in person, answer questions within scope of assigned responsibilities or direct customer to appropriate department.
- Type letters, memos, reports and correspondence as needed.
- Receive money from customers and forward to appropriate department.
- Collect mail and deliver to Town Administrator.
- Assist with preparation of and mailing of water bills.
- Gather information and prepare the Index for Town Administrator approval.
- File documents as requested.
- Prepare monthly report for Town Council meeting to update on Planning and Code Enforcement for the month.
- Deliver completed deposits to the bank.
- Work and help plan town events.

B. Planning & Zoning responsibilities

- Prepare agenda and documents for Planning Commission meetings.
- Attend and record minutes of Planning Commission meetings.
- Assist the Planning Commission in the preparation of long and short range plans.
- Conducts and enforces the provisions of the Zoning Ordinance.
- Receive and process building permits.
- Oversee and maintain rental licensing program.

C. Code Enforcement responsibilities

- Visually inspect entire Town weekly for code violations and handle as necessary.

The Asst. Clerk/Asst. Planner must willingly and cooperatively accept other related duties and responsibilities as assigned. Actual duties will vary on a day to day basis.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are subject to change by the employer and/or the Town Administrator and are not intended to be an exhaustive list of all responsibilities, duties and skills required of the employee.

I have read and do understand the duties outlined in my job description.

Signature

Date