

Position Title: Community Development Assistant

Department: Community Development

Position Reports to: Village Administrator

Immediate Subordinates: None

Position Function

The Community Development Assistant performs varied administrative and analytical work with primary focuses on code enforcement and research. Work is performed with considerable independence under the general supervision of the Village Administrator.

Job Responsibilities

This position must be able to interact with the public in a professional, courteous, and helpful manner
Investigates and enforces regulations with the Swanton Village Codified Ordinances
Provides analysis on the development, implementation, and administration of programs and/ or projects
Performs other related duties as assigned

Physical Requirements

Job requires incumbent to regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close vision, color vision, and the ability to adjust focus.

Occupational/Technical Skills

Knowledge of Swanton Village Codified Ordinances
Knowledge of Microsoft Suite, especially Publisher and Excel
Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems
Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
Ability to anticipate problems and develop alternative strategies for goal completion
Ability to adequately allocate resources to meet objectives
Ability to handle multiple priorities and projects
Ability to use a computer to accurately enter and retrieve data
Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables
Ability to identify problems, recognizing symptoms, causes and alternative solutions
Ability to make timely, sound decisions
Ability to research, compile, and summarize a variety of informational data and materials
Ability to interpret a variety of instructions in written, oral, diagram or schedule form
Ability to perform standard business arithmetic, including percentages and decimals
Ability to work alone for extended time frames

Communications Skills

Ability to communicate decisions, changes, and other relevant information in a timely fashion
Ability to speak effectively one-to-one
Ability to speak effectively before groups and to respond to questions
Ability to demonstrate attention to and convey understanding of the comments or questions of others
Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Description of Working Conditions

Work will predominately be performed in an open office setting. Work may be performed outdoors, in various weather conditions, and includes extensive contact with Village residents and businesses.

Experience and/or Educational Requirements

High school diploma or equivalent; two year associate degree or equivalent preferred; two or more years progressively responsible experience in community development and/or code enforcement preferred; valid Ohio Driver’s License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

By: _____

Rosanna V. Hoelzle
Village Administrator

Date: _____

Date: _____