

The Village of Muttontown is seeking a full-time Secretary to the Site and Architectural Review Board/Building Clerk

The candidate must have strong communication, organizational and time management skills, work well independently, and be comfortable using digital records management and permitting software.

Key Responsibilities include:

- Review all new building permit applications for completeness, collect fees and enter into the building software system
- Act as liaison between the Village and the applicant, Architect, Contractor
- Process and issue all building permits
- Coordinate inspections
- Work with Building Inspector to issue COs
- Send Building Permits to Nassau County Department of Assessment
- Issue permit renewal and expiration letters
- Prepare requested documents for FOIL requests and property records
- Work with Building Inspector on preparing Zoning Denial Letters and Request for Information
- Process all new Tree Removal Applications and coordinate with Village Arborist
- Process Road Open Permit applications
- Handle all complaints and to issue Notices to Remedy and Violations when required by Code Enforcement
- Prepare monthly Building Report for Board of Trustees meeting
- Maintain all building records
- Assist with all walk in request.
- Refer applications to the Site and Architectural Review Board, set the agenda, prepare Board packets for review, and attend monthly meetings
- Refer applications to the Zoning Board of Appeals, set the agenda, prepare Board packets for review, and attend monthly meetings

Preferred Skills:

- Previous building department or village knowledge and experience
- Strong organizational skills and problem solving skills
- Comfort communicating in person, on the phone and via email with residents, builders, architects and other professionals
- Comfortable using Microsoft Office, experience with Edmunds Gov Tech software a plus

This position offers a comprehensive benefit package and competitive salary

For immediate consideration please email your resume and cover note by January 30, 2024 to: jrusso@muttontownny.gov