Village of Sands Point is expanding the number of employees within the Village Administration Department we are seeking an individual for the following:

Building Department / Administrative Assistant

About: Sands Point is a village of 930 homes on the Port Washington peninsula.

Job Requirements (some or a mix of the below depending on experience):

* Assist Building Dept. Coordinator with various Building Department functions as needed including:
  + Accepts, reviews and processes building permit applications.
  + maintenance of all building permit files
  + maintenance of all Board of Zoning applications, files and including decision of orders
  + support Building Inspectors and other Building Dept leadership.
  + coordinate correspondence with various professionals assigned to applications.
* Handle accounts receivable including analysis and preparation for billing and deposits of:
  + assessment rolls and tax billing.
  + billing and analysis of resident water, irrigation, filming, and alarm bills among others..
  + record, analyze, track, and collect deposits from residents and charges to consultants for BZA and PB escrow accounts.
  + Preparing related monthly Board of Trustees reports
* Heavy interaction with residents on phone, email, and front desk.
  + Billing, contact info, welcome packets, etc
  + Process foil requests for title search inquiries

Skills:

* Previous building department or village administrative knowledge
* Ability to communicate and interface with residents
* Ability to prioritize workflow
* Comfortable with Word/Excel and/or Google Docs
* Must have experience with modular accounting packages–Edmunds Gov Tech preferred
* Must have strong organizational skills and problem-solving skills.
* Strong written and verbal communication skills.
* Self-starter and motivated.

This position offers an excellent comprehensive benefit package and competitive salary.

For immediate consideration, **please email your resume** and cover note including salary requirements by

March 29, 2024, to: ClerkAndMayor[@SandsPoint.gov](mailto:Liz@sandspoint.gov).