

## **Building Department- Code Enforcement Clerk**

Employer: Charter Township of Grand Blanc

Compensation: \$35,251 DOQ

Posted Closing Date: Open Until Filled

To Apply: For a full job description and application, visit [www.twp.grand-blanc.mi.us/](http://www.twp.grand-blanc.mi.us/)

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Dennis Liimatta at [liimatta@twp.grand-blanc.mi.us](mailto:liimatta@twp.grand-blanc.mi.us)

Ad Content: The Charter Township of Grand Blanc is a growing, highly sought community, with excellent municipal services in support of our resident's needs and request. Our municipality is currently looking fill the position of Code Enforcement Clerk with the Building Department. A qualified candidate will work under the supervision of the Building Official and will perform a variety of complex accounting duties as directed.

Qualifications include;

- **Education:** Associates Degree required; Bachelors Degree preferred in Urban Planning or related field.
- **Experience:** A minimum of two years of progressively, more responsible Municipal Government Administration experience or equivalent.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, Attorneys, Building and Trade Contractors, Developers, Engineers, Architects and other various professional contacts and customers.
- A valid Michigan Vehicle Operator's License.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Knowledge of general office operations and administrative duties as well as State laws, Zoning laws and Building Codes.
- Ability to critically assess situations; solve problems, and work effectively within deadlines, and changing work priorities.