

# NOW HIRING

## Delta Township Building Department



**POSITION: Department Assistant SALARY: \$42,627.86 - 51,153.41 DOQ**

Under the supervision of the Building Director, the Department Assistant, coordinates and performs a variety of administrative and clerical tasks related to building department operations. Issues building and other permits in accordance with department guidelines, assists the public in understanding permit requirements, and calculates fees owed.

### REQUIREMENTS

- High School Diploma or GED
- Possess and maintain a valid driver's license
- Additional education or training is desirable.
- Minimum of three or more years experience as an administrative assistant. An equivalent of education and experience that meets the minimum requirements may be substituted.
- General knowledge of building construction is desired.
- Requires ability to communicate courteously, tactfully, and effectively with government officials, employees, developers, and members of the public.

### QUALIFICATIONS

- Requires demonstrated expertise in filing and record keeping
- Work load management
- The application of basic arithmetic skills.
- Must possess basic computer skills and be proficient in Microsoft Office and similar software applications;
- A working knowledge of BS&A software is preferred.
- Requires excellent written and verbal communication skills.

### EQUAL EMPLOYMENT OPPORTUNITY

An inclusive and welcoming environment is our first priority. Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 7710 W. Saginaw Hwy., Lansing, MI 48917 or at (517) 323-8590.

### BENEFITS

- Blue Cross Blue Shield health insurance coverage with a Township H.S.A. contribution up to \$1,800.
- Health Insurance opt out of \$3,500.
- Retiree Health Insurance
- Longevity Payments beginning at 5 years.
- Paid holidays and accrued vacation, and sick leave
- Dental, life insurance, disability insurance.

### APPLY

Qualified candidates should apply submitting a cover letter and resume, to Linda Wells by email at [lwells@deltami.gov](mailto:lwells@deltami.gov), via mail to 7710 W. Saginaw Hwy., Lansing, MI 48917 or fax to 517-327-1703.

**Application deadline: Monday, July 19, 2021**

