Administrative Aide II Daily Tasks

1. Answer the phones and direct phone calls to the Planning, Zoning and Building Department Staff and other Town of Longboat Key Staff.
2. At the Front Desk counter greet and assist contractors and Town residents with any questions that they may have as well as direct them to the correct Planning, Zoning and Building Department staff and other Town of Longboat Key Staff.
3. Date stamp all Building and Fire documents that come into the office and distribute to the correct staff member (Building documents go to the Building Permit Tech’s desk, Fire documents go to a box (near the file room), Zoning documents go to the Office Manager’s office).
4. Input, the Mechanical, Electrical and Plumbing including gas permit applications as well as the Minor Work Building permit applications-(Online/Hard-Copy); process the applications to be reviewed; once reviewed and is approved; issue the permit; if not approved, then send e-mail with the Building review comments and link to upload the new documents and process the new documents to be reviewed again. As well as input the Change Orders for the Mechanical, Electrical and Plumbing permits.
5. Take payments for the Fees from (Reinspection, reinstatement, change of contractor, the 25% Non-Refundable Deposit Fees as well as the hard copy Building and the MEPs permits.
6. Issue the hard copy Building and Fire permits once the applications have been approved and paid for.
7. Scan all Mechanical, Electrical and Plumbing permits into Laserfiche once the permits have been issued.
8. Scan all the recorded Notice of Commencements and roofing affidavits into BSA.
9. Process all Building and Mechanical, Electrical and Plumbing permits Change of Contractors and cancelled permits.
10. Upload documents to BSA per the instructions from the Building Official and other Planning, Zoning and Building Department staff members.
11. Back up the Building Permit Technician when inputting the Building Permit Applications both online and hard copy.
12. Back up the Building Official Administrative Assistant by inputting the new contractor registration, updating the contractor insurance and license information into the database as well helping to process the expired and extension letters for permits.
13. Pull the permit reports for Manatee County every Monday and Sarasota County on the 14th of every month.
14. Backup the Inspection scheduler to schedule inspections and then cancel any inspections that need to be cancelled.
15. Backup and assist inspections with inputting inspection results into the BSA system.
16. Print off all of the Expired and Notice of Upcoming Expiration Permit Letters and mail them out to the contractors and homeowner contractors)