

CODE & BUILDING ASSISTANT

The Town of Millville is looking for a qualified individual for the full-time position of Code & Building Assistant (CBA). The position has a number of duties and requirements as outlined in the position description. The CBA will be responsible for various administrative duties to support the Code & Building Official. The duties include, but not limited to, zoning issues, enforcement of the Town Code including the Town's Property Maintenance Code, licensing, coordinating mailings, computer and manual data entry, responding to telephone and citizen inquiries, filing, and general office duties.

Required education, knowledge, skills and abilities include a high school diploma or equivalent, high level of computer proficiency including knowledge of and experience with such computer programs as Microsoft Office (Excel a must), Outlook Express and financial software. Ability to read blueprints and site plans.

The successful applicant must possess a valid driver's license, pass a background check and drug test. Salary will be commensurate with education and experience.

The deadline for consideration is close of business on April 8, 2016. To apply, qualified applicants should mail a cover letter and resume to:

Town of Millville
Town Manager Debbie Botchie
36404 Club House RD
Millville, DE 19967

Or

By email to: dbotchie@mvtown.com

The Town of Millville is an Equal Opportunity Employer