

***DRAFT -Not Official Copy -***

**JOB TITLE:** Westernization Administrator

**DEPARTMENT:** n/a

**REPORTS TO:** Mayor

**SUMMARY:**

Under general supervision, performs a variety of administrative, advisory, and enforcement tasks related to the Town of Winthrop's Westernization ordinance (chapter 15.08 of the Winthrop Municipal Code)

**ESSENTIAL FUNCTIONS:**

- Prepares agendas for and attends meetings of the Westernization Architectural Committee (WAC)
- Reviews building permit applications to determine if projects require Westernization permitting
- Meets with and advises Westernization permit applicants to ensure completeness and accuracy of permit applications
- Advises WAC and applicants as to relevant sections of the Westernization ordinance regarding project permitting
- Develops and maintains permit application files
- Documents completion of projects through on-site visits and photographs
- Prepares and delivers notifications to applicants indicating status and/or outcome of permit applications
  
- Conducts frequent on-site reviews of entire zones affected by Westernization ordinance and notes ordinance violations and permitted projects' status
- Develops and maintains files to document Westernization violations and the resolutions thereof
- Advises WAC as to relevant sections of the Westernization ordinance regarding violations and enforcement
- Prepares and delivers correspondence and communicates with citizens, the WAC, and the Winthrop town council regarding violations and enforcement of the Westernization ordinance
  
- Serves as relief for other town hall staff, answering telephones, greeting customers, and other duties as reasonably directed by supervisor.

## **QUALIFICATIONS:**

### **Education/Experience:**

High school diploma or GED, typing speed of 35 wpm and proficiency using Microsoft Office

### **Required Knowledge:**

- Knowledge of the mission, policies, goals, and procedures of the Town of Winthrop
- Knowledge of the Town of Winthrop Municipal Code with emphasis on Western Theme Exterior Construction Standards (chapter 15.08) and Zoning (chapters 17.04 to 17.36)
- Knowledge of common building materials and techniques
- Knowledge of the Town of Winthrop personnel policies and procedures
- Knowledge of materials and equipment used by this position, including personal computers, word processing, scanners, printers, copiers, digital cameras and office phone systems

### **Required Skills:**

- Skill in interpreting, understanding, and following complex statutes, ordinances, regulations, standards, and guidelines
- Skill in managing a filing and record keeping system for permits and ordinance violation records
- Skill in establishing agendas, making presentations, and advising boards on issues and actions
- Skill in communicating in person, in writing, and over the phone
- Skill in establishing and maintaining effective working relationships with Town employees, committee members, and the public
- Skill in utilizing equipment, including personal computers, scanners, printers, copiers, digital cameras, and office phone systems

### **Licensing/Certification Requirements:**

Valid Washington Drivers License

### **Physical and Mental Requirements:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and see, using close vision. The employee is occasionally required to handle irate and/or threatening persons.