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mayfieldvillage.com

MAYFIELD  
VILLAGE

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## JOB DESCRIPTION – BUILDING DEPARTMENT EXECUTIVE ASSISTANT

Mayfield Village is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

Updated November 2025

Position Title	EXECUTIVE ASSISTANT
Department	Building
Hours	40 Hours/Week with evening hours required
Reports To	Building Commissioner
Civil Service Status	Unclassified
FLSA Status	Non-Exempt (time and a half paid for hours over 40/week; 2-hour OT minimum for evening meetings)
Probationary Period	12 Months
Salary Minimum	\$55,000.00
Salary Midpoint	\$60,400.00
Salary Maximum	\$65,800.00
Benefits	Mayfield Village offers a comprehensive benefits package including generous paid leave, excellent health care, dental and vision plans that provide access to a broad network of services, life insurance, and pension through the State of Ohio.

## POSITION OBJECTIVE

The Building Department Executive Assistant assists the Building Commissioner with the day-to-day operation of the Building Department with the main objective of enforcing applicable building and zoning codes in the municipality and issuing all building permits, occupancy permits and all other permits and certificates required by the ordinances of the municipality. The Executive Assistant serves as the Departments' main professional point of contact for residents, contractors and developers.

## ESSENTIAL FUNCTIONS

- Maintain records pertaining to work performed by the Department, including tracking the issuance of all residential and commercial permits.
- Collect and process permit fees, preparing periodic reports, as directed.
- Oversee contractor registrations.
- Generate Departmental correspondence, reports, forms and information.
- Via email and telephone communication, assist residents, businesses and contractors with scheduling inspections, resolving complaints, contractor recommendations, etc.
- Assist with the Building Commissioner's and the Building Inspector's re-certifications.
- Act as the Department's record custodian, maintaining accurate records of permits, inspections, projects and correspondence.

- Maintain the Department's schedule, including meetings of Commissions and Boards.
- Prepare reports, meeting materials and public notices as required.
- Prepare purchase orders and track Departmental invoices.
- Maintain the filing and plan room system for prompt accessibility.
- Attend meetings as required.
- Communicate relevant information to other Departments.
- Assist other Departments, Committees and Commissions as needed.
- Perform any other duties as required.

### **Commissions & Boards**

The Building Department Executive Assistant provides administrative support and is responsible for acting as the Secretary to the Planning & Zoning Commission (P&Z), Board of Zoning Appeals (BZA) and Architectural Review Board (ARB), including:

- Review, track and schedule application submissions.
- Prepare and distribute meeting agendas, plans and notifications to all necessary parties.
- Attend meetings; record and transcribe minutes.
- Perform any additional duties requested by the members.

### **QUALIFICATIONS/PERFORMANCE STANDARDS**

- High School diploma or equivalent required.
- Proficiency in Microsoft Office applications, with strong knowledge of Word, Excel and Outlook.
- Ability to communicate in a timely, friendly and professional manner with staff and the public.
- Excellent time management skills and the ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Discretion with confidential information.
- Work a flexible schedule that includes attendance at evening meetings.
- Experience in an office setting is required, preferably in a municipal, construction or engineering environment.
- Possess a valid Ohio Driver's License.

### **WORKING CONDITIONS**

- Considerable time is spent at a desk using a computer terminal and telephone. The employee is frequently required to sit for long periods of time.
- May be required to travel to other locations in and outside of Mayfield Village.
- May occasionally be required to lift up to 20 lbs.