

JOB DESCRIPTION

SHORT TERM RENTAL ADMINISTRATOR

Immediate Supervisor:

Town Administrator

Classification:

Part-Time

I. DUTIES:

A. PERMITTING

1. Determine availability of rental permits.
2. Inform applicants of invalid or deficient applications.
3. Process valid Short Term Rental Applications and Renewals.
4. Maintain and update a Short Term Rental Database (including waiting list, if any) and cross-reference with online advertising information.
5. Verify Town's status as additional insured on every renter's insurance policy.

B. COLLECTIONS

1. Coordinate collection and enforcement of short term rentals, permits, fees and Room Accommodation Taxes with Town Treasurer.
2. Deal with the public in a helpful, courteous and professional manner.

C. DISBURSEMENTS

1. Prepare quarterly report for Accounting Manager.

II. QUALIFICATIONS

A. EDUCATION AND TRAINING

1. Requires a high school diploma or equivalent, experience, and an equivalent combination of education, training, and/or experience which provides the demonstrated knowledge, ability and skill necessary to perform the job satisfactorily.

B. LICENSES/CERTIFICATIONS

1. Preference given to incumbent Town Treasurer.

C. KNOWLEDGE

1. Knowledge of and experience with Microsoft Office.
2. Knowledge of and experience working in a small office setting.
3. Knowledge of streamlining processes and procedures for improving operational efficiency of reporting and budgeting systems.

D. SKILLS AND ABILITIES

1. Ability to follow oral and written instructions.
2. Ability to communicate effectively..
3. Ability to meet and work with the public.
4. Ability to analyze work situations.
5. Ability to work on own initiative.

E. PHYSICAL REQUIREMENTS

1. Frequently required to sit; talk; or hear.
2. Occasionally required to stand; walk; use hands to finger; handle; or feel; reach with hands and arms; and stoop; kneel; or crouch.
3. Specific vision abilities required by this job include close vision, distance vision and depth perception.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of Accounting Administrator for the Town of La Pointe.

Employee Signature

Date