

## OPEN POSITION: ADMINISTRATIVE ASSISTANT – TRANSIENT RENTAL PROGRAM

The Village is seeking an individual to assist in the day-to-day operation and maintenance of the Transient Rental Program. This is a part-time position requiring 20 hours per week and reports to the Zoning Inspector. Computer/data base experience helpful but not required. Please forward letter of interest with your resume to:

Zoning Inspector  
Village of Kelleys Island  
PO Box 469  
121 Addison Street  
Kelleys Island, OH 43438

Or by email to [Office@kelleysisland.com](mailto:Office@kelleysisland.com)

### Duties:

- Maintain website page and databases
- Maintain software program
- Create/maintain/revise applications for Transient Rental Program
- Receive and review all new and renewal applications, and notices of property transfer and upload into software program
- Collect applicable fees
- Set inspection appointments for inspectors, upload inspection reports and issue certificates
- Monitor certificate expirations
- Advise zoning inspector of any code infractions
- Issue cease and desist notices
- Other duties as required