



220 Hawthorne Dr.  
Frankfort, KY 40601

[www.caak.org](http://www.caak.org)

12-7-21

## OFFICERS

### PRESIDENT

**Bob Carpenter**

Lexington/Fayette UCG  
(859) 258-3770

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**Brian Sims**

PDS Kenton County  
(859) 957-2444

### SECRETARY/TREASURER

**Les Fugate**

City of Paducah  
(270) 444-8582

### PAST PRESIDENT

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Madisonville, KY  
(870) 824-2196

## DIRECTORS

**Steve Coleman**

Bowling Green Fire Dept.  
(270) 393-3702

**Dale Spicer**

DHBC  
(502) 573-0373

**Alvaro Polanco**

LFUCG  
(859) 258-3244

**Joe Parson**

City of Morehead  
(606) 784-4376

**James Tucker**

LFUCG  
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Louisville Metro  
(502) 875-8539

**Joe Lyons**

City of Somerset  
(606) 425-5359

**Sharri Zink**

Louisville Metro  
(502) 574-2664

## Executive Assistant

**George Mann**

Frankfort, KY  
(502) 320-9267

## EMPLOYMENT OPPORTUNITY

Code Administrators Association seeks a qualified individual to fill an opening as the Executive Administrator. The position will perform under the general direction of the association's Finance Committee and report to the Board of Directors. Work involves application of accounting skills and includes preparing financial statements, depositing, and dispersing association funds and essential record-keeping of all financial matters. Prepares documents, mass mailings and maintenance of the membership database. This requires the applicant to be familiar with associated computer skills. Fluency with Microsoft Office Apps is required. Specific job description can be found in the attached Exhibit 'A'

This position is considered part time and does not come with a benefit package. Ideal applicant is or was a member of CAAK and understands the need for CAAK on a statewide basis and is partially familiar with operations of CAAK's business affairs, but is not a requirement for consideration. salary will be dependent upon qualifications. (Range 15,000 to 20,000 negotiable)

Since 1973, CAAK has worked to ensure consistent and professional building code enforcements in all areas across the State. Our membership includes more than 450 building inspectors, fire officials, contractors, engineers, architects, and other related fields. CAAK is a Chapter of the International Code Council and is headquartered in Lexington Kentucky.

CAAK's strategic mission is to advance the professionalism of code users by expanding CAAK's membership base and loyalty and by asserting the influence of the organization upon the adoption, use and efficient and effective enforcement of model codes.

**Interested Candidates must submit a cover letter, resume, and salary request to**

CAAK

Attention: Bob Carpenter

[inspectorbob2198@gmail.com](mailto:inspectorbob2198@gmail.com)

## CODE ADMINISTRATORS ASSOCIATION OF KENTUCKY POSITION DESCRIPTION

Job Title: Executive Assistant

Characteristics of the Job: Perform under the general direction of the association Finance Committee and report to the Board of Directors. Work involves application of accounting skills and includes preparing financial statements, depositing & dispersing association funds, and essential record-keeping of all financial matters. Preparation of documents, mass mailings, and maintenance of membership database; requiring associated computer skills.

Essential Functions: Ability to utilize a computer to manage general accounting, financial statements, databases, and document preparation to complete the duties of the position. Maintain accurate records of all job functions. Establish and maintain relationships with association officers, outside agency representatives and the general membership. Communicate to Board in written & oral presentation.

### Job Duties:

- Maintain accurate accounting records of all finances
- Make all deposits & disbursements as authorized by committee
- Prepare/file all tax documents and audit information to accountant
- Maintain accurate membership roster/database; including e-mail database
- Conduct annual membership renewal drive and process application/membership cards
- Prepare/present written & oral financial and membership reports for Board
- Develop and prepare documents related to Conferences and training program and disseminate information to membership
- Responsible for creation, maintenance and implementation of conference tracking software. Issue, distribute and maintain records pertaining to training certifications. Submit related records to the DHBC
- Process all registrations and fees for training conferences/seminars
- Assist in the collection and collation of conference and training materials
- Assist the coordination of training/seminar details with instructors and site facilitators
- Provide general administrative support for all meetings and functions
- Attendance at select Committee, Board meetings and Training Conferences/Seminars at least 4 board meetings is required 2 of which will be at conferences and the meeting prior to a conference
- Assist the Conference Chair with logistics and to help assign duties to the committee to ensure conference success
- Help the Secretary/Treasurer position in compiling the financial and membership data prior to board meetings
- Coordinate, prepare and submit personal services contract (for the Kentucky building inspector training program) with the Kentucky Department of Housing

Training and Experience: Knowledge and ability to perform general office skills including computer applications and programs. Strong knowledge of budgetary, financial and accounting principles; Strong personal relations and verbal & written communication skills; Basic understanding Of Building Codes & related trades industry. Prior experience in this field a plus.

Legal Requirements: Individual must be eligible to be bonded. A professional service contract will be required.

Wage: Negotiable