

ENONAC Administrator:

Maintain a thorough knowledge of city zoning and permitting laws as it relates to Eastern New Orleans areas; specifically those areas which fall under the auspices of ENONAC

Act as Chief Liaison between the Executive Board of ENONAC and all city and state municipalities

Attend all City Council meetings as the ENONAC representative

Must maintain a working knowledge of the city planning agenda and be prepared to advocate the interests of ENONAC and Eastern New Orleans residents in such plans

Must maintain an updated database of the ENONAC membership

Assist the ENONAC Executive Board as needed

Applicant must also:

- *Be organized
- *Possess excellent communication skills
- * Be computer literate
- * Possess basic clerical skills