

Master Plan Administrator

The Tisbury Planning Board is seeking an Administrator for the Master Plan process to start immediately.

SCOPE OF WORK

Position is responsible for providing administrative, organizational and technical support for the Tisbury Master Plan, an 18-24 month process involving town residents, a Steering Committee, consultants, town administration and the Planning Board.

ESSENTIAL FUNCTIONS

- Assembles, organizes, distributes and/or files Master Plan documents and materials in a shared use database.
- Prepares agendas, minutes, correspondence, and supporting materials for the Steering Committee and any Master Plan related meetings.
- Meets and communicates with Board members, task-force or committee members, applicants, other Town boards and the general public.
- Updates the Master Plan website for the Town and any related web pages.
- Organizes and attends community events or communications for the Steering Committee, consultants or Planning Board.
- Performs similar or related work as required.

SUPERVISION RECEIVED

A successful candidate will be familiar with the work routine and capable of using initiative in carrying out recurring assignments independently with specific instruction. The Planning Board provides additional, specific instruction for new, difficult or unusual assignments, and the Planning Board Chairperson is available for advice and/or further instructions.

COMPLEXITY

The scope of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in any particular situation. Work can be varied and requires initiative to coordinate the operations of the Master Plan process and the contributions of the Board, Steering Committee, consultants and general public.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with Board and Steering Committee members, but may include consultants and the public, involving frequent explanation, discussion or interpretation of information, goals and timelines in order to render service, plan or coordinate work efforts, or resolve organizational problems. More than ordinary courtesy, tact and diplomacy may be required to stay organized and on-schedule or to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and from one to three years of experience in office administration, secretarial work, project management or a related field, or any equivalent combination of education and experience. College degree or higher education is preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of office procedures, equipment and software, including MS Word, Excel, Outlook, Zoom, Google Docs or similar. Must be computer literate. Familiarity with the Town of Tisbury.

Abilities: Able to multi-task, interact and communicate effectively both orally and in writing to Board members, Town officials and employees, committee members and the general public. Ability to function independently, establish own work plan and priorities to complete assignments and take initiative in situations not clearly defined. Must be able to learn web editing or project management software with training.

Skills: Computer literacy, typing, minute taking. Strong organizational and communication skills, good interpersonal skills.

Special Requirements: Driver's License and Computer with internet access, preferably a laptop.

LOCATION

Currently, the position will be working remotely and requires a computer with an internet connection. At times or at a later date, in-person meetings on-island may be required. CDC recommended Covid protocols will be followed.

COMPENSATION

This is a contract position assigned a budget of \$15,000 per fiscal year which extends from July 1 - June 30. Compensation provided at an hourly rate determined by contractor candidate's level of experience and proficiency, paid by-monthly based on contractor's itemized invoice.

APPLICATION PROCESS

Candidates for the position are asked to submit a letter of interest, and resume to the Master Plan Administrator Position, c/o Tisbury Planning Board, P.O. Box 1239, Tisbury, MA 02568 and/or via email to pharris@tisburyma.gov with a subject line Master Plan Administrator Position. This is an immediate hire and candidates are encouraged to act quickly.