

Planning Board Administrative Assistant

DEFINITION

Position is responsible for providing administrative and technical support for the activities of the five-member elected Planning Board, including land use, zoning, site plan, and subdivisions as provided for in statutes, bylaws and rules and regulations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Researches, prepares and amends zoning regulations.
- Reviews regulations, case law, correspondence, planning subscriptions, Bylaw amendments from other towns, model ordinances.
- Updates the Zoning Bylaws for the Town.
- Organizes community projects for Planning Board.
- Prepares agendas, minutes, correspondence, and supporting materials for the Planning Board, Site Plan Review Board, Vision Planning Group, and All Island Planning Board.
- Prepares budget and warrant articles.
- Reviews applications for completeness and accuracy.
- May attend site visits in conjunction with Planning Board.
- Prepares draft written actions and decisions for the Planning Board in consultation with Board and Town Attorney.
- Tracks applications during the time limited public review process; tracks decisions with expiration dates.
- Meets and communicates with Board members, subcommittee members, applicants, applicant representatives, other Town boards, regional municipal agencies and general public.
- Performs similar or related work as required.

SUPERVISION RECEIVED

The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Board provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions and may confer with other town officials and town counsel as needed.

ACCOUNTABILITY

The nature of work assures that errors are usually detected in succeeding operations. The consequence of errors missed legal deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work, confusion and adverse public relations. Errors are generally confined to a single department, such as billing or accounting errors.

JUDGMENT

The work includes numerous standardized practices, procedures, or instructions that govern the work and may require in some cases additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence 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 Board.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with board members, co-workers, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and from one to three years of experience in office administration or a related field, or any equivalent combination of education and experience. Bachelor's degree preferred.

Special Requirements: Driver's License preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of office procedures, equipment and software, including MS Word, Excel, PowerPoint or similar. Knowledge of municipal accounting principles, town government, and state, regional, and local regulations pertaining to the Planning Board. Knowledge of zoning and subdivision control laws and regulations.

Abilities: Ability to multi-task, interact and communicate effectively both orally and in writing to Board members, Town officials, Town employees, applicants and their representatives and the general public. Ability to research and draft bylaw amendments and Planning Board policies. Ability to function independently, establish own work plan and priorities to complete assignments and take initiative in situations not clearly defined. Must have attention to detail, be able to multitask and work independently.

Skills: Strong organizational and communication skills, good interpersonal skills.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. Incumbent may be required to work beyond normal business hours and to attend evening meetings. When conducting site visits are performed outdoors.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

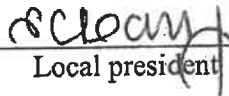
Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes and ability to view computer monitor.


John W. Grande
Personnel Director

12-8-2020
Date


Union


Local president

12/11/2020
Date