

LAND USE COORDINATOR

Position Purpose:

The purpose of this position is to administratively support the town's Land Use Departments including the Building Department, the Board of Health, the Planning Board, the Zoning Board of Appeals and the Conservation Commission.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

Supervision Received: Reports to the Town Administrator; works closely with the Building Commission, the Wiring Inspector, the Plumbing and Gas Inspector, the Planning Board and the Board of Health.

Supervision Given: Provides administrative direction to the town's Land Use Inspectors.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate.

Operates standard office equipment.

Makes frequent contacts with the general public, other town departments, vendors, and employees of other towns. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.

Has access to department-related confidential information and information pertaining to building, health, planning and zoning applications,

Errors could seriously cause confusion and delay of service, or have financial and/or legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Provides administrative to the Building Department, the Planning Board, the Board of Health, the Zoning Board of Appeals and the Conservation Commission. Attends meetings as required to support these boards and their functions.

Performs clerical functions, including answering telephones, updating files, opening and sorting mail, typing and developing forms and correspondence, computer data entry and answering requests for information.

Processes permits for all Land Use Departments.

Maintains departmental files and provides information from public records research and notifies appropriate personnel and applicants of information; assists residents, contractors with permit information and General Laws.

Prepares and processes requests for legal options.

Prepares agendas for monthly meetings; attends meetings and transcribes minutes. Coordinates these activities with the town's Executive Assistant.

Advertises public hearings with newspapers; notifies abutters and abutting towns of public hearings; posts public hearings with the Town Clerk.

Prepares turnovers, payroll and department expenses.

Tracks projects and deadlines; tracks and schedules yearly safety inspections.

Prepares monthly permitting reports and new residence reports

Channels information to and from the Planning Board's consulting engineer, the Town Administrator, the Building Commissioner, and state offices.

Orders departmental supplies, as well as typing correspondence.

Maintains the department's presence on the Town Web site.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school education with courses in office procedures and business practices; Associate's or Bachelor's degree in related field desirable; two to three years of progressively responsible office experience, and experience in planning and/or zoning desirable; planning experience desirable, or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices, office equipment and terminology. Knowledge of applicable Massachusetts General Laws, Chapter 40A and 41.

Working knowledge of rules and regulations governing the subdivision of land in the town. Knowledge of public hearing procedures, conflict of interest law, open meeting law and other laws pertinent to the job.

Ability: Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, coworkers, other employees, other departments, officials, and other agencies. Ability to maintain accurate records, such as payroll and billing. Ability to handle multiple tasks efficiently.

Skill: Superior administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Proficiency in MS Word and Excel; Excellent customer service skills. Excellent written and oral communication skills as well as organizational skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, building plans weighing up to 30 pounds, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

(This job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.