



The Town of Hubbardston is seeking qualified applicants for the part time position of Land Use Clerk. Under the general direction of the Town Administrator, the Land Use Clerk assists Land Use Departments and the Board of Health with a variety of administrative tasks. The qualified person must have a minimum of a High School Diploma or GED. The individual should possess a wide range of computer skills including knowledge of Microsoft Excel and Word and familiarity with office equipment. This position requires a high level of accuracy, attention to detail, excellent interpersonal skills, and analytical and problem-solving skills. This position is scheduled for 20 hours per week. Please submit resume and cover letter by e-mail to Executive Administrative Assistant, Town of Hubbardston, 7 Main St., Unit 3, Hubbardston, MA 01452 or by email at bos@hubbardstonma.us

LAND USE CLERK

Position Purpose:

The purpose of this position is to provide customer service to the public and to perform various clerical and administrative duties for the Board of Health, and the Building, Electrical, Plumbing and Gas Inspectors. Performs all other related work as required.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in performing duties, requiring considerable knowledge and judgment in the application and interpretation of relevant federal, state and local regulations and bylaws.

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

Supervision Given: Provides administrative direction to the town's inspectors.

Job Environment:

A majority of work is performed under typical office conditions; noise level is moderate.

Regularly operates a computer, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contact with the general public, engineers, surveyors, contractors, town boards, committees, commissions and departments as well as stated Federal officials. Contacts are in person, in writing, and by telephone.

Has access to department-level confidential information requiring the application of appropriate judgment, discretion and professional office protocols.

Errors could result in loss of department services, and 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.)

Composes and types letters, minutes of meetings, appeal notices and decisions, building permits and building reports, hearing and abutter notices. Process agenda packets for Board of Health review prior to meetings.

Schedules appointments for meetings, prepares agendas and attends night meeting as needed; receives visitors, makes telephone calls providing information and reference to appropriate boards, receives and processes outgoing mail.

Maintains and secures the file system, financial records and office supplies; monitors all statutory deadlines, keeping boards informed to ensure that deadlines are met.

Prepares vouchers for monthly bills and dues; collects and prepares schedule of department payments to the Treasurer for all permits, re-inspection fees, fines, and any other monies collected.

Assists with preparation of annual reports for Electrical, Plumbing and Building Departments, and Board of Health.

Keeps up-to-date permit spreadsheets and/or software for Building Department and Board of Health.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate Degree required, Bachelor's Degree preferred, plus specialized training in computers and related software; three years of related experience or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of standard office methods and procedures, computer skills, typing and the use of all office equipment. Knowledge of terminology and procedures used by Commissions and Boards, Building and the Electrical and Plumbing Inspector in order to type and file various notices, letters and permits appropriately.

Ability: Ability to type accurately and efficiently. Ability to set up and maintain a well-organized filing system. Ability to prepare vouchers and make monthly payments. Ability to tactfully and courteously maintain satisfactory working relationships with various Inspectors and Board members, superiors, co-workers and the public.

Skill: Skill in operating computers and utilizing appropriate software applications such as word-processing, spreadsheet, database, and internet. Good customer service 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.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Correctable vision and hearing required.

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