

**Town of Hubbardston Job Description
Land Use Clerk**

Position Purpose:

This position will be responsible for programs related to land use, zoning, growth and development, and wetland conservation in accordance with community and economic goals as envisioned by the Board of Selectmen. It will administratively support 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: This position will report directly to the Town Administrator and will receive technical direction from the town's Planning Board, Zoning Board of Appeals, and the Conservation Commission.

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.

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.)

Clerical Services

Provides administrative support to the Planning Board, 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 the Planning Board, Zoning Board of Appeals and the Conservation Commission.

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 agendas for monthly meetings; attends meetings and transcribes minutes.

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

Prepares turnovers, payroll and departmental expenses.

Planning Services

Identifies various funding sources for planning and community/economic development program funds from federal and state agencies. Prepares and administers grant proposals.

Tracks projects and deadlines.

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

Assists with and/or coordinates long-range and short-range planning projects implemented by the Planning Board.

Develops procedures to streamline the permit review process and promote transparency and

accessibility for the department's interactions with the public.

Maintains and expands the department's presence on the Town Website.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in related field required; with two to three years of progressively responsible experience in land use, planning or zoning; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of rules and regulations governing permits for land use, and general land use law as pertinent to municipal settings. Knowledge of applicable Massachusetts General Laws, Chapter 40A and 41. 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: This position requires familiarity with Microsoft Office Suite, Google Workspace, and cloud-based permitting software. Experience with Geographic Information Systems (GIS) mapping software is preferred. Excellent customer service and written and oral communication skills, as well as organizational skills.

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 is subject to change by the employer as the needs of the employer and requirements of the job change.)