



TOWN OF BELMONT

JOB TITLE: Land Use Administrative Assistant
DEPARTMENT: Land Use
STATUS: Full-Time (40hours/week), Non-Exempt
LABOR GRADE: Commensurate with experience (\$21-\$27)

9/29/22

JOB SUMMARY: Provides administrative support primarily to the Planning Board, Conservation Commission, Zoning Board, Building/Code Enforcement, and Land Use Departments. Performs a wide variety of reception, secretarial, and clerical functions for the Town of Belmont. Assists in creating and maintaining electronic and hard-copy land use department records in accordance with established and standard office procedure. Assumes basic duties and functions when the Town Planner is not available.

SCHEDULE: The Town Hall is open Monday through Friday 7:30am to 4:00pm. The Land Use Administrative Assistant position is an in-person, full-time position. Attendance at evening meetings is required (typically not more than 1-2/month).

SUPERVISION RECEIVED: Works under the supervision of the Town Planner.

SUPERVISION GIVEN: Supervises, mentors, and delegates tasks to the Land Use Clerk.

MAJOR DUTIES: (The listed examples are illustrative only, and may not include all duties found in this position):

- Receives incoming inquiries for the Land Use Office (Planning Board, Zoning Board of Adjustment, Zoning Administrator, Town Planner, Conservation Commission, and Building Official/Code Enforcement Officer).
- Works with the public in assisting, as necessary, with completion of application packets, answering standard inquiries regarding records, plans, regulations, process and filing requirements.
- Applies land use regulation knowledge to guide applicants.
- Assists in counter, telephone, and electronic reception duties. Promotes and maintains an image of professional, knowledgeable assistance within the team, the organization and to the general public.
- Intakes and directs inquiries and property compliance complaints.
- Provides information and answers inquiries on property records and documents and provides guidance to the public regarding ordinances, codes, regulations, and processes.
- Receives, processes and reviews incoming applications for initial completeness. Researches property records and enters information in databases.
- Collects, processes, and deposits fees.
- Produces all necessary ads, agendas, abutters' notices, posting and mailings for scheduled meetings in accordance with legal requirements.
- Produces packets for Town departments to review before meetings. Assembles department responses, staff report, and background information from previous applications, sketches, plans and other pertinent information for board member packets.
- Attend evening meetings and record and distribute meeting minutes as required.
- Drafts and sends decision letters following each Board meeting.
- Prepares permits, reports, correspondence and certificates for review and signatures.
- Assists in developing meetings schedules.
- Work with the Fire Department to process E-911 numbers.
- Processes mail including using a postage machine and preparing certified mail.
- Compiles, updates, and produces member ordinance books.
- Prepares archive minutes for binding.
- Maintains easily accessible paper and electronic files and records in accordance with accepted review standards.
- Maintains existing databases.
- Researches, composes, and prepares correspondence and reports as directed.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Thorough knowledge of, or ability to research, interpret, and understand, applicable ordinances, codes, RSA's and forms and ability to apply that knowledge to work product.
- Ability to effectively explain and guide the general public on the application process. Ability to recognize limits of knowledge and responsibilities and to efficiently redirect such matters to the appropriate staff member or resource.
- Ability to understand and work within legal deadlines. Ability to recognize and maintain confidentiality in records, correspondence, and communications.
- Must be self-motivated and work independently. Ability to work effectively and efficiently within established time frames. Ability to function efficiently in a fast-paced office environment and to be flexible and prioritize tasks to respond to deadlines while dealing with multiple interruptions refocusing priorities as needed.
- Thorough knowledge of modern office practices and procedures, equipment, computers, business English, spelling, and vocabulary. Competence in software used by the Land Use and Building Departments including word processing, spreadsheets, and databases.
- Excellent communication and team-support skills.
- Ability to maintain accurate records and files with skills in effectively organizing data.
- Ability to establish and maintain effective working relationships with other departments, employees, and the general public. Excellent communication and team-support skills.
- Ability to understand the responsibilities of other staff members, to effectively direct matters in their absence.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and meeting rooms (e.g., use of safe work practices with office equipment and avoidance of trips and falls in a shared, close-confines office.) The office work area is adequately lighted, but may, at times, be inadequately climate controlled and ventilated. Office area and workspace sizes and configurations are congested and restricted, may not be conducive to efficient employee operations, and require employee to utilize effective workplace safety and organizational methods.

MINIMUM QUALIFICATIONS:

Associates degree in land use, technology, or other related field and four years of experience in government, building or land use related position; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Preference will be given to candidates with minute-taking experience.