



Town of Thornton • 16 Merrill Access Road • Thornton, NH 03285 • 603.726.8168

PART-TIME BOARD ASSISTANT

The Town of Thornton is seeking a candidate for an immediate opening for one (1) part-time position of Board Assistant. The applicant will be responsible for performing clerical, legal and administrative work for the Town Administrator, Board of Selectmen, Planning and Zoning Boards. This part-time position is budgeted to work 8 -14 hours a week. The position is labor grade 4 with an hourly pay range from \$12.95/hr. to \$15.02/hr. A full job description and application packet is available at the Town Office and on the town website: <http://www.townofthornton.org>. This position will remain open until filled by qualified individual.

First round of application reviews will be May 25, 2016

Applications must be submitted to:

Board of Selectmen

ATTN: Part-Time Board Assistant

16 Merrill Access Road

Thornton, NH 03285

The Town of Thornton is an equal opportunity employer.

The position will remain open until filled.

TOWN OF THORNTON
16 MERRILL ACCESS RD
THORNTON, NH 03285
APPLICATION FOR EMPLOYMENT

The Town of Thornton is an equal opportunity employer and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT (USE INK)

PERSONAL:			
Name: _____ (Last) (First) (Middle)			
Current Address: _____ (Street) (City) (State) (Zip Code)		Telephone: _____ (Include Area Code)	
Permanent Address (if different) _____ (Street) (City) (State) (Zip Code)			
		Telephone: _____ (Include Area Code)	
Have you ever applied for employment here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____			
Have you ever worked for the Town/City before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____			
Dates of Employment _____		Reason for Leaving _____	
WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT			
Employer: _____		Address _____ (Street) (City) (State)	
May We Contact Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Telephone _____ (Include Area Code)		Kind of Business _____	
		Name and Title of Immediate Supervisor _____	
Employed From _____ (Mo., Yr.)		to _____ (Mo., Yr.)	
		Job Title _____	
Duties Performed _____			
Starting Salary _____		Final Salary _____	
		Reason for Leaving _____	
PREVIOUS EMPLOYMENT:			
Employer: _____		Address _____ (Street) (City) (State)	
Telephone _____ (Include Area Code)		Kind of Business _____	
		Name and Title of Immediate Supervisor _____	
Employed From _____ (Mo., Yr.)		to _____ (Mo., Yr.)	
		Job Title _____	
Duties Performed _____			
Starting Salary _____		Final Salary _____	
		Reason for Leaving _____	
PREVIOUS EMPLOYMENT:			
Employer: _____		Address _____ (Street) (City) (State)	
Telephone _____ (Include Area Code)		Kind of Business _____	
		Name and Title of Immediate Supervisor _____	
Employed From _____ (Mo., Yr.)		to _____ (Mo., Yr.)	
		Job Title _____	
Duties Performed _____			
Starting Salary _____		Final Salary _____	
		Reason for Leaving _____	

PREVIOUS EMPLOYMENT: (Use additional sheets if necessary to describe all previous employment)

Employer: _____ Address _____ (Street) _____ (City) _____ (State)
Telephone _____ Kind of Business _____ Name and Title of Immediate Supervisor _____
(Include Area Code)
Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)
Duties Performed _____
Starting Salary _____ Final Salary _____ Reason for Leaving _____

EDUCATION:

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) _____

GENERAL:

Are you authorized to work in the United States? ____ Yes ____ No (Proof of eligibility to work in the U.S. will be required upon employment.)
Are you 18 years old or older? ____ Yes ____ No How did you happen to contact the Town/City? _____
Are you available to work full-time ____ part-time ____ temporary ____? If part-time, indicate maximum hours per week ____
What position are you applying for? _____ Starting salary desired _____
Can you perform the essential functions of the job with or without reasonable accommodation? ____ Yes ____ No

CONVICTION INFORMATION:

Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations? ____ Yes ____ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date	Reason	Disposition of Case	Place
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Town/City.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town/City or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Town/City and its agents from all liability from damages arising from this research of my background.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town/City policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

(Print Name)

(Signature)

(Date)

TAS

TOWN OF THORNTON

JOB TITLE: Board Assistant

Approved by BOS 4/27/16

DEPARTMENT: Selectmen, Zoning Board of Adjustment, and Planning Board

STATUS: Part-Time, Non-Exempt (8-14 Hours weekly)

LABOR GRADE: 4

JOB SUMMARY: Performs responsible clerical, legal, and administrative work for the Town Administrator, Board of Selectmen, Planning Board and Zoning Board of Adjustment.

SUPERVISION RECEIVED: This position receives direct supervision from the town administrator, planning director, and direction from the board of selectmen, planning board, and zoning board of adjustment, performs regular duties on own initiative, exercising independent judgement and tact.

SUPERVISION EXERCISED: This position provides direct supervision to employees in the town office and other town employees in the absence of the town administrator as assigned by the board of selectmen.

MAJOR DUTIES:

- Responsible for preparing agenda's and notices and posting and advertising in accordance with the law for the Board of Selectmen, Planning Board and ZBA meetings.
- Attends Zoning Board of Adjustment meetings and public hearings taking and typing minutes, reports, public notices and correspondence.
- In the absence of the Planning Director, attends Planning Board meetings and public hearings and prepares application finding reports to assist the processing of the applications before the board, reports, public notices and correspondence.
- Assists the public with planning, zoning, and zoning compliance forms (previously referenced as building permits) and processing in a timely manner.
- Provides assistance and direction to questions concerning, zoning compliance form requirements, planning and zoning procedures, interpretation of zoning ordinances and other land use regulations, handles minor public concerns, and attempts to create a communication balance between the public and municipality.
- Coordinates Land Use Board meetings and hearings; directs and keeps board members knowledgeable with new legislative changes and other pertinent information.
- Assist the Planning Director with the process of land use applications and other permit applications for subdivisions, boundary adjustments, mergers, site plan, excavations,

letters of credit, abutter notices, and notice of decisions. All processing based on the rules of procedure, regulations, and ordinances established by the town boards.

- Assist with training of the new Land Use Board Members (Planning Board and Zoning Board of Adjustment).
- Responsible for proper receipt of applications, receipt of applicable land use fees collected, and reported to the Town Administrator.
- Assist the Planning Director as a liaison between other municipal departments, outside entities, surveyors, engineers, attorneys, banks and land use boards.
- Assist the Planning Director in processing proposed zoning ordinance change hearings, amendments/zoning ballot preparation and the annual incorporation into applicable ordinances, and regulations.
- Assist the selectmen's business office with counter, phone, and general office duties.
- Responsible for the upkeep of the town website and posting minutes, advertisements, notices in accordance with posting laws for the Planning Board and ZBA.
- Performs other duties as assigned by Town Administrator, Planning Director, and ZBA Chair.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of State statutes, Town policies, rules and regulations.
- Knowledge of modern standard office practices, procedures and equipment.
- Skill in oral and written communication.
- Skill in organization.
- Skill in taking accurate and detailed messages.
- Skill in the use of a calculator.
- Skill in writing and proofreading.
- Skill in typing and the use of computers.
- Skill in filing and recordkeeping.
- Ability to learn and apply laws & regulations.

- Ability to work well under pressure and maintain a high level of professionalism and confidentiality.
- Ability to work evenings (up to two per week if required).
- Ability to maintain a positive working relationship with officials, department heads, employees and general public.
- Ability to deal with problems courteously and tactfully.
- Ability to work with various computer applications such as word, spreadsheets, data bases, and assessing data base.
- Ability to operate a computer, calculator, copier, fax machine, and other office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare and review reports.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, and project or work unit and in related or support units. The contacts are

with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with who to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, and property site inspections (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of an Associate's degree in business and administrative skills.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the job, usually associated with three years of municipal (preferably land use) experience OR any equivalent combination of education and related administrative work experience which demonstrates possession of the required knowledge, skills, and abilities.