

## PLANNING BOARD ASSISTANT

THORNTON, NH

**Position Purpose:** Performs responsible clerical and administrative work for the Planning Board and Planning Department.

### **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.)*

- Assists in answering the phone and greeting the public regarding Planning Board functions.
- Provides assistance with questions concerning planning and/or zoning procedures, regulations, minor public concerns and attempts to create a communication balance between the public and municipality in cooperation with the Planning Director.
- Assists Planning Director with: hearings; preparation of monthly agendas and notices, transcribing meeting minutes, recordkeeping, and keeping board members knowledgeable of new legislative changes and other pertinent information.
- Processes planning related land use applications and other permit applications for subdivisions, boundary adjustments, mergers, site plan, excavations, home occupation, signs, bonds, letters of credit, abutters notices and applicable postage.
- Accepts and organizes applications, plans, supporting documents, fees and related files.
- Acts as a liaison between other municipal departments, outside entities, surveyors, engineers, attorneys, banks and Land Use Boards, as needed.
- Performs other duties as assigned by the Town Administrator or Planning Director.
- In the absence of the Planning Director, may be asked to coordinate and attend evening Planning Board meeting(s).

### **Recommended Minimum Qualifications:**

**Education, Training and Experience:** Associates Degree in Business, Management or related field; and 3 years of progressively responsible experience in municipal administration; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

#### **Knowledge, Ability and Skill:**

**Knowledge:** Knowledge of State statutes, Town policies, rules and regulations affecting work; of modern office practices, procedures and equipment; computers applications as they are used in the work of the position.

**Ability:** To work with various computer applications related to work such as word processing, spreadsheets, databases, report generation, internet and basic financial and budgeting; to learn and apply laws & regulations; to work well under pressure and maintain a high level of professionalism and confidentiality; to maintain a positive working relationship with officials, department heads, employees and general public; to deal with problems courteously and tactfully; to provide exceptional customer service; and to work with various computer applications.

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*Skills:* Skill in oral and written communication; organizational; in taking accurate and detailed messages; in writing and proofreading; in typing and the use of computers; in filing and recordkeeping.

**Physical Requirements:** 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.

*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.*

### **Supervision:**

*Supervision Scope:* Position has no formal assigned supervisory responsibility or authority.

*Supervision Received:* Works under the general direction of the Planning Director and Town Administrator who make assignments by defining objectives, priorities and deadlines; assists the employee with situations that do not have clear precedents.

*Supervision Given:* None

### **Job Environment:**

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, fax machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the public, other Town departments and officials, town employees, and varied state agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to most department-related confidential information.
- Errors could result in delay or loss of service and legal ramifications.

*(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.)*