

LAND USE ADMINISTRATIVE ASSISTANT

JOB SUMMARY

The Land Use Administrative Assistant will serve as a liaison between the Land Use Boards (Conservation Commission, Planning Board, Zoning Board, Historic District Commission, Heritage Commission and Demolition Review Committee), municipal officials, Town departments and Town of Rye land-owners. This position is primarily responsible for providing administrative support including, but not limited to responding to land-owner requests for assistance, records and file maintenance, receiving applications and assembling packets and meeting information.

SUPERVISION RECEIVED

This position is hired by the Town of Rye Select Board and is under the general supervision of the Town Administrator.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position. It shall be used as a tool and guide in the job performance of the employee as it applies to:)

1. Responsible for managing and maintaining Planning Board, Zoning Board, Conservation Commission, Historic District Commission, Heritage Commission and Demolition Review Committee files and records of the Town in an orderly and accessible manner.
2. Responsible for maintaining documentation, procedures, and files associated with the Town Wetland permits, meetings, tasks, and actions.
3. Creates tracking system to administratively monitor compliance with land use decisions.
4. Assist Chairs of Land Use Boards/Commissions in preparing for meetings by assembling packet materials. This may involve research to ensure all information related to a property is disclosed to the Board/Commission.
5. Assemble and post agendas at physical locations as well as on social media.
6. Responsible for mailing abutter notification and placing legal notices in accordance with State statute.
7. Updates Land Use Boards social media.
8. Records plans and other documents at Rockingham County Registry of Deeds.
9. Prepares notices of decision for review by Board/Commission Chair or by Planning/Zoning Administrator.
10. Accepts Land Use Board/Commission applications and forwards to the appropriate party for review. Assists applicants with general application questions.
11. Drafts quarterly newsletter articles for each Land Use Board/Commission for review by the Chair

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of office procedures including answering telephones and in-person inquiries, service request and complaints from the public in a helpful, courteous, and efficient manner. Ascertains the nature of the inquiry, service request or complaint and able assist or refer to the appropriate responsible person. A strong knowledge of computer usage is required including Microsoft Office, Outlook, webpage editing and management and knowledge of, or ability to learn GPS and GIS database operations as well as other software programs when necessary. Some knowledge of ordinances is beneficial. Ability to effectively communicate in writing and orally; ability to work independently; ability to apply good judgment; ability to establish and maintain effective working relationships with department heads, Town officials, outside agencies, and the general public.

MINIMUM QUALIFICATIONS REQUIRED

Associates degree and three (3) to five (5) years' experience in a similar field of administrative work or any equivalent of education and progressively responsible experience with additional relevant work experience substituting for the required education.

SENSORY REQUIREMENTS

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.

Approved at: