

JOB TITLE: ZBA/CONSERVATION COMMISSION'S ASSISTANT (PT POSITION)

Job Description: Performs responsible administrative work for the Zoning Board of Adjustment and the Conservation Commission. Assists the public with routine inquiries.

Accountability: Reports to the Community Development Director. Performs duties with a considerable degree of independence, exercising judgment in answering inquiries and determining correct courses of action, and matters warranting the Director's attention.

Supervision Exercised: None.

Equipment Used: Computer, calculator, telephone, copy and fax machines, blueprint machines.

Environment: Inside 100% Outside 0%

Duties and Responsibilities: *Except as specifically noted, the following functions are considered essential to this position.*

Zoning Board of Adjustment Assistance

- Reviews applications for appropriate fees and ensures correct abutter information
- Assigns case number, organizes case files and creates entry in Zoning Board of Adjustment Log
- Makes copy of abutters list and authorization letter for Board Secretary
- Posts hearing notice in paper, web site, town hall, department, case files, Zoning Board of Adjustment binder.
- Sends abutter notices out
- Posts Agenda on web, Town Hall, Department, Zoning Board of Adjustment binder, and sends truncated agenda to paper for publication
- Copies Board packets for all members and staff
- Mails copies of Zoning Board of Adjustment/Code Enforcement Administrator's case memos to applicant, property owner and others.
- Posts draft minutes to website, Town Hall, Dept, and Zoning Board of Adjustment Binder; Posts final approved meeting minutes to Zoning Board of Adjustment Binder, case file, and posted online
- Posts Notice of Decision in Dept, case files, Zoning Board of Adjustment binder, e-mails to Assessor, and sends mail to applicants and property owner, enters in MUNIS, and updates Zoning Board of Adjustment Log
- Ensures web site and member binder information is up to date
- Tracks previous approvals for compliance with Zoning Ordinance Section 906
- Maintains all Zoning Board of Adjustment case, legal and Board files

Conservation Commission Assistance

- Maintains Department records of meeting minutes, agendas, and hearing notices, as well as ensures proper posting
- Processes all incoming and outgoing mail, email and correspondence
- Manages Commission finances, including processing payments and tracking invoices
- Maintains Commission resource library, property files and other related documents
- Provides assistance to Commission members
- Ensures web site and member binder information is up to date
- Provides assistance to the public looking for information on Commission activities, duties, etc.

Department Assistance

- Answers inquiries from the general public (phone, counter, email) on Department items and assists by supplying information and/or referring public to more appropriate staff/Department for assistance

- Assists the public in completing department applications (Planning Board, Zoning Board of Adjustment, Building, and others.). Issues permits, where applicable.
- Performs other related duties as required and requested by the Department Head

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Rarely required.

LIFT 26 to 50 lbs: Not required.

LIFT over 50 lbs: Not required.

CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Rarely required.

CARRY 26 to 50 lbs: Not required.

CARRY over 50 lbs: Not required.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Occasionally required.

PUSH/PULL: Frequently required.

HAND MANIPULATION

GRASPING: Frequently required.

HANDLING: Frequently required.

TORQUING: Not required.

FINGERING: Frequently required.

CONTROLS AND EQUIPMENT: Computers, telephone, copy and fax machines, calculator, file cabinets.

Cognitive and Sensory Requirements:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving information, instructions, etc.

SIGHT: Necessary for doing job correctly and effectively.

Other Physical Considerations

TWISTING: Occasionally required.

BENDING: Occasionally required.

CRAWLING: Not required.

SQUATTING: Occasionally required.

KNEELING: Rarely required.

CROUCHING: Rarely required.

CLIMBING: Rarely required.

BALANCING: Not required.

Work Surface(s):

Standard office desk and chair;
carpeted and tiled floors; computer table.

**DURING A SIX HOUR DAY
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hrs</u>	<u>Total Hrs</u>
Sit	1	4
Stand	½	1
Walk	½	1

