

ODIS
PLANNING ASSISTANT
(Part Time)

DEFINITION

The purpose of this composite position is to provide support to the Town Planner, Conservation Agent and Zoning Board of Appeals.

The incumbent must have a general understanding about how a planning application is determined and take on a case load of applications that are appropriate to the post holder's knowledge and experience. This is technical, planning work requiring a good basic knowledge state and local bylaws and regulations.

ESSENTIAL FUNCTIONS

- Provide support to the Town Planner including scheduling meetings, site walks, and reviewing applications.
- Provide support to applicants, including general inquiries dealing with all department activities.
- Liaises with other branches or departments to obtain information or answer inquiries as required and may attend meetings with local officials.
- Provide administrative support for special committees as needed.
- Provides staff support to the Zoning Board of Appeals Meetings.
- Liaise with the Enforcement and Compliance Officers to ensure development is carried out in accordance with the planning permission.
- Assist with intake of application for the Office of Inspectional Services and Development.
- Works with the Town Administrator on Economic Development activities and projects.
- Perform related duties as required.

SUPERVISION RECEIVED

Works independently under the general direction of the Town Planner, Conservation Agent.

Performs varied and responsible complex administrative and technical functions requiring comprehensive knowledge of departmental operations and the exercise of independent judgment and initiative in responding to inquiries, in dealing with the public, and in administering the functions of the office in accordance with established departmental policies and standards; incumbent must meet deadlines, oftentimes on short notice.

SUPERVISION EXERCISED

The incumbent is responsible for performing the tasks assigned and may at times participate in work groups where they are responsible for completing the tasks of the group. However, there are no subordinates to this position.

EDUCATION AND EXPERIENCE

The successful candidate will have an Associate's Degree or equivalent and experience in an administrative /business field OR engineering field OR municipal planning; one to three years of responsible experience in a fast paced administrative and/or office environment; or any equivalent combination of education and experience. Excellent communication and public relations skills. Ability to work with the public on a daily basis. Ability to organize and coordinate multiple tasks with minimal supervision.

ACCOUNTABILITY

Duties include responsibility for technical processes, service delivery, and contributions to plans and objectives for the department. The incumbent must understand that they are in a regulatory environment and missed deadlines or poor judgement could jeopardize department operations or have financial and legal repercussions.

JUDGEMENT

Guidelines, which may be in the form of general principals, bylaws, regulations, administrative or organizational policies are to guide the incumbent in the duties of the position. Any interpretation of these shall be left to supervisory staff.

COMPLEXITY

Work consists of administrative functions and processes including the coordinating of activities and workflow.

CONFIDENTIALITY

Incumbent may have access to a variety of sensitive information.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge

General knowledge of the organization of town government is preferred. General knowledge of office management practices and procedures. General knowledge of related State and Federal statutes, local by-laws, Open Meeting Laws, regulations, procedures and forms. General knowledge of departmental operations and relationships with other town departments. Knowledge of computer programs used in the work of the office. General understanding of GIS mapping technologies and reading building plans.

Skills

Strong keyboard and note taking skills. Strong interpersonal skills. Strong organizational skills. Strong skill in word processing and spreadsheet applications.

Abilities

Ability to communicate effectively both orally and in writing. Ability to maintain accurate and detailed records and to prepare reports from same. Ability to develop effective working relationships with colleagues and the public. Ability to work effectively under time constraints to meet deadlines. Ability to maintain confidentiality in accordance with state and town by-laws. Ability to establish priorities and make decisions.

WORK ENVIRONMENT

Performs functions under fast paced, busy office conditions, works with numerous interruptions and with minimal exposure to occupational risks. Required to attend select evening meetings.

Operates computers, telephone and other standard office equipment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties involve largely mental rather than physical skills, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes and viewing a computer monitor.