

Building Office and Land Use Secretary and General Office Assistant

Reports To

The Building Officer, the Zoning Officer, the Wetlands Officer, and the Chairs of the Planning & Zoning Commission, Inland Wetlands Commission, Zoning Board of Appeals, and the Selectmen's Office.

Job Overview

Oversees the day to day activities of the Building and Land Use office. Assists the Land Use commissions and boards with meeting preparation and recordings. Performs other duties as directed by the Selectmen's Office which include answering of phones, taking messages, updating of town's social media and electronic information platforms, assisting other department heads with duties as needed.

Responsibilities and Duties

The responsibilities and duties of this position include:

- Answering telephone inquiries and emails about building permits and zoning permits and providing appropriate forms and applications to the general public and contractors as needed
- Collecting building and zoning permits, calculating and collecting building and zoning fees, depositing fees, and maintaining accurate records and files
- Preparing building reports and certificates of occupancy as needed
- Scheduling inspection appointments for the building officer and zoning officer
- Typing general correspondence and reports for the building office and land use office as needed, filing and assisting with mailings as needed
- Preparing the agendas and meeting information for the Planning & Zoning Commission, Inland Wetlands Commission, and Zoning Board of Appeals and making sure all meeting information is disseminated to the relevant Board/Commission members
- Preparing the minutes of every Planning and Zoning Commission, Inland Wetlands Commission, and Zoning Board of Appeals meeting, and submit agendas and approved minutes to the Town Clerk's Office
- As the General Office Assistant, will answer phones, take messages, and perform light office duties for other town hall departments as needed.
- As the General Office Assistant, will update the Town's website, email newsletter and social media accounts.

Qualifications

The qualifications for this position include:

- Proficiency in basic office administrative software such as Microsoft Office, Word, & Excel.
- The ability to work independently, manage interruptions, meet deadlines, multitask, be detail oriented
- Knowledge of office procedures and principles of office management and record keeping
- The capability of clear and concise written and oral expression
- The ability to respond courteously to the public

- The ability to follow written and oral instructions.
- Knowledge of, or the ability to learn Canva, WordPress, and MailChimp.