

JOB TITLE: Planning & Community Development Coordinator

JOB SUMMARY: Performs important administrative work involving operations of the Department of Planning and Community Development. Serves as the public face of the Department and interacts frequently with members of the public and other professionals. Uses independent discretion and judgement in coordinating the administrative operations of the Department and directing public inquiries. Assists the Code Enforcement Officer/Building Inspector and Director in a variety of tasks, and is responsible for overseeing the core administrative functions of the Department with emphasis on the building permit intake and tracking and scheduling of inspections.

DIRECT SUPERVISOR: Immediate supervisor will be the Director of Planning and Community Development. Works under the general direction of both the Department Director and the Code Enforcement Officer/Building Inspector.

EMPLOYMENT STATUS: Full time (40 hours per week) hourly, during the hours of 8:00 am to 4:00 pm Monday through Friday. This is a non-exempt position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent office and interpersonal skills including public interaction, strong telephone communication and the ability to interact positively with members of the public and maintain a harmonious and cooperative working environment.
- Computer proficient, especially in word processing and the development/creation of spreadsheets of varying complexity. Operational knowledge of database management.
- Assist with the in progress adoption of a new Land-Use permitting/tracking software system.
- Proficiency in using image scanning hardware/software and image manipulation.
- Must be accurate, attentive to detail, able to communicate effectively both orally and in writing.
- Ability to perform detailed work and to adopt creative approaches or solutions to issues as they arise.
- Ability to handle multiple priorities, meet deadlines, and to attend to many items simultaneously and/or in sequence.
- Ability to establish a working knowledge of pertinent statutes, rules, regulations, ordinances, policies, and procedures and to maintain a current and accurate knowledge of same, which are subject to change.
- Experience or a demonstrated knowledge of working with boards, commissions, and/or committees.
- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written, is essential.
- Ability to observe, identify, and communicate creative solutions and/or options with initiative.
- Must maintain an appropriate level of confidentiality regarding Town records.

DUTIES AND RESPONSIBILITIES: The performance of the following tasks/functions is required in meeting the expectations for the position as described:

- Receive and assist individuals arriving to conduct business with the Town. Distribute forms and information as appropriate to the inquiry.
- Receive and process land-use and building permit applications, and citizen complaints.
- Primary responsibility for maintenance of property building permit files in hard-copy and electronic formats while maintain working knowledge of planning, zoning, conservation, and Land-Use permitting/tracking.
- Prepare and file legal notices for land-use boards as directed.
- Answer and direct telephone calls and take accurate and timely messages.
- Make appointments and maintain the schedule of the Building Inspector/Code Enforcement Officer, and to occasionally organize meetings for the land-use departments.
- Record, create and track land use board meeting minutes.
- Facilitate distribution of building permit related information to Town Assessor.
- Distribute, copy and/or prepare correspondence, postings, and other documents as necessary and as directed in a timely and accurate manner.
- Conduct research and collect data as directed.
- Maintain and update existing Land Use lists/databases currently maintained by the Town.
- Other duties as assigned as they may arise to assist the Director of Planning & Community Development Director and Building Inspector/Code Enforcement Officer.
- Assist other Town personnel as personal workload allows and priorities dictate. With cross training in various essential functions, provide mutual office coverage for the assessing/planning offices.

PHYSICAL REQUIREMENTS: The position requires a person to lift and carry objects up to 25 pounds; full range of movement for reaching; dexterity associated with typing, computer use, and other common office equipment in a standard office environment. Cognitive and sensory ability to communicate effectively with the general public.

EXPERIENCE & TRAINING: A person in this position will possess the following:

- Minimum of a High School diploma/G.E.D. An Associate's or Bachelor's Degree is preferred but not required.
- Three years of formal experience in general office and administrative functions. Previous experience in a government office or land use department is preferred but not required.
- Operational knowledge of computers in a Windows environment with a proficiency in the latest version of Microsoft Office or similar word processing/spreadsheet applications. Keyboarding/typing at a minimum of 60 wpm.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

SALARY RANGE: \$23.00 to \$26.25/per hour.