

JOB TITLE: Planning Project Assistant**JOB SUMMARY:**

This multi-faceted position includes both administrative support for the Stratham Land Use Departments and assistance and coordination in advancing community planning and land use projects. The selected candidate will process and file land use applications, direct public inquiries related to land use issues or pending applications, and maintain town records and tracking software. Additional responsibilities include providing administrative support for the Building Department and the preparation of meeting minutes. Approximately 50 percent of the position will involve working with the Town Planner to advance community planning and master planning projects, including those related to zoning and land uses, transportation, economic development, and open space planning and recreation.

DIRECT SUPERVISOR: Immediate supervisor shall be the Town Planner. Works under the general direction of the Town Planner and Code Enforcement Officer/Building Inspector.

EMPLOYMENT STATUS: Part-time (Approximately 20 hours per week) hourly, during the hours of 8:30 am to 4:30 pm Monday through Friday. The selected candidate will have the opportunity to plan his/her hours in coordination with the Town Planner. Occasional attendance at night meetings or community planning events may be required. This is a non-exempt position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent office and interpersonal skills including public interaction, strong telephone communication and comfort and proficiency in interacting with members of the public and directing public inquiries.
- Computer proficient, especially in word processing and the development/creation of spreadsheets of varying complexity. Operational knowledge of database management. Ability and willingness to learn the Town's 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 easily perform detailed work, possibly requiring basic mathematical computations, in a rapid and accurate manner.
- 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.
- General interest in community planning and land use issues is essential and previous experience in a government or community planning is preferred.
- 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.
- Ability to 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 and answer and direct telephone calls or email inquiries. Distribute forms and information as appropriate to the inquiry.

- Receive and process land-use permits and building permit applications, and code enforcement complaints as required.
- Assist the Town Planner in designing and coordinating public processes for community planning projects including in the marketing and promotion of public outreach events.
- Update the Town website to advertise land use applications, Board or Commission meetings, public outreach events, and information related to existing community planning projects.
- Conduct research, collect data, and prepare correspondence, and draft research narratives or briefs related to existing community planning projects.
- Primary responsibility for maintenance of planning, zoning, conservation, Land-Use permitting/tracking, land use/Planning files in hard-copy and electronic formats while maintaining working knowledge of Building Department files.
- Assist the Town Planner in distributing land use application information to Town Departments and gathering inter-departmental comments related to pending applications.
- Prepare and file legal notices for land-use boards as directed and prepare meeting minutes.
- Distribute, copy, and/or prepare correspondence, postings, and other documents as necessary and as directed in a timely and accurate manner.
- Maintain and update existing lists/databases containing reference materials needed by staff, co-workers, and the public to include but not limited to: approved subdivisions, phasing schedules, approved road names, recorded documents involving the Town, directional maps, and any other related materials, which assist others in the efficient performance of their duties as directed.
- Other duties as assigned as they may arise to assist the Town Planner and Building Inspector/Code Enforcement Officer.
- Assist other Town personnel with information request processing and with cross training in various essential functions to provide mutual office coverage for the building/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 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. Associates or Bachelor's Degree is preferred but not required.
- Three years of formal experience in general office practices. Previous experience in the public sector and/or in a community planning-related field is preferred but not required.
- Capable of operating office equipment, i.e. computers, printers, copy machines, and scanners.
- Experience with ArcGIS is preferred.
- Experience with website design, database management, e-form development preferred.
- 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.

WAGE RANGE: \$17.00 to \$21.00 per hour depending on qualifications and experience.