

## Town of Charlotte

### JOB DESCRIPTION

Job Title: Administrative Assistant

Job Summary: This position (A) supports the Planning & Zoning Office and the Town Administrator's Office by organizing and facilitating office activity and assisting the public; (B) provides staff support to the Zoning Board of Adjustment and the Design Review Committee; and (C) performs the required tasks of the Town 911 Coordinator

Qualifications:

- Excellent organizational skills
- Excellent communication oral and written communication skills
- Strong customer service orientation
- Office management and basic bookkeeping skills
- Competence in office software (word processing required; spreadsheet, internet & GIS desired)
- Able to take initiative and work independently
- Some knowledge of land use planning and regulation in Vermont desired but not required
- Working knowledge of municipal operations desired but not required
- Bachelor's degree with one year of relevant experience or Associate's degree with two years of relevant experience

Specific Duties and Responsibilities May Include the Following:

**Administrative Assistant to Planning and Zoning Office and Town Administrator's Office**

1. Serve as initial contact (on phone and at counter) with the public regarding planning, zoning and town administration matters
2. Maintain and improve office filing systems and organization
3. Maintain recordkeeping of cash receipts for the Planning & Zoning Office. Submit all funds to the Town Clerk. Prepare annual record for the Town Auditor.
4. Monitor and order office supplies as needed
5. Maintain Planning Commission and Zoning Board minute books
6. Assist with updating town web-site
7. Provide staff support to the Town Planner/Zoning Administrator, Town Administrator and Planning Commission as needed
8. Assist in preparing and monitoring the Planning and Zoning Office budget
9. Assist with Town Office operations as needed
10. Assist with digitizing planning and zoning records
11. Assist with coordinating Volunteer Recognition Winter Party
12. Perform other duties as assigned

### **Clerk of the Zoning Board of Adjustment (ZBA) and Design Review Committee**

1. Meet with applicants, potential applicants and interested parties regarding variance, conditional use, appeal and design review applications to review potential projects and applications and explain applicable sections of the Land Use Regulations
2. Determine completeness of applications
3. Schedule hearings/meetings, warn hearings and provide notices to parties (send posting information to applicants)
4. Prepare staff reports that explain how the Land Use Regulations apply to the applications
5. Assemble meeting packets for the ZBA and Design Review Committee
6. Prepare for Board/Committee meeting and minute taker
7. Attend Board/Committee meetings/site visits
8. Maintain record of participation in hearings by interested parties
9. Label and maintain exhibits
10. Draft decisions for deliberations that reflect the will of the ZBA
11. Prepare final decisions and ensure decisions are issued in a timely and procedurally correct manner (*potentially performed by Town Planner/Zoning Administrator*)
12. Record signed decision in the town land records and mail copies as appropriate
13. When a decision is appealed, send list of interested parties to the Environmental Division of Superior Court
14. Distribute Design Review Committee's reports to applicants and the ZBA
15. Draft correspondence as needed.

### **Town 911 Coordinator**

1. Calculate new property addresses and make appropriate documentation and notifications
2. Complete appropriate documentation and notification for new road names
3. Notify and coordinate with the E9-1-1 Board regarding emergency service provider changes
4. Coordinate with the E9-1-1 Board as necessary

### Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands: standing, walking, sitting for significant periods of time, and working on a computer. The majority of this position is performed indoors as an office position, and generally in a hazard free environment. However, incumbent may occasionally interact with hostile and confrontational individuals.

The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

Supervised by: Town Administrator

Supervises: N/A

Hours: This is a permanent full-time position approved for 35-40 hours per week, as determined by the Selectboard. The position is hourly and is non-exempt under the Fair Labor Standards Act.

Salary: Commensurate with qualifications and experience.

Approved by Selectboard on February 10, 2014