

Town of Lynnfield, Massachusetts

Position Title:	Land Use Administrative Assistant	Grade Level:	2
Department	Land Use	Date:	11/13/2018
Reports to:	Director of Planning & Conservation	Hours	17.5/week

Statement of Duties

The Land Use assistant performs duties necessary to provide day-to day assistance to the Director of Planning and Conservation, Conservation Commission and Planning Board to assure efficient and professional operation of the Department.

Specific Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Duties & Responsibilities

- Provide administrative/ clerical support to the Director of Planning and Conservation.

- Receptionist duties, including telephone coverage, general questions from people seeking information in the office.

- Provide assistance/ general information to residents and property owners related to general procedures, zoning, permits and land use regulations.

- Assist in preparation for Conservation Commission and Planning Board meetings, including filing processes, preparation of member packets and meeting agendas, posting requirements, legal notices, etc.

- Assist with Department bills and accounts receivable, maintains financial records.

- Administer Department webpage, including general & educational content and posting meeting information.

- Collaborate with the Director to create educational and marketing materials as needed

- Assist with special projects as needed (reports, plans, grant applications, etc)

- Maintain and organize accurate department records, both current and historic.

- Attend Conservation Commission (typically one per month) and Planning Board (one or two per month as needed) evening meetings, taking minutes of the meeting, transcribing the minutes and working with the Director who will finalize them for distribution to members. Meetings average 3 hours.

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Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree preferred. Minimum 2 years work experience in a public or private professional environment; demonstrated ability to learn the MA Wetlands Protection Act (MGL Chapter 131, Section 40), MA Planning & Subdivision Control Law (MGL Chapter 41 Section 81A- 81gg), and MA Zoning Act (MGL Chapter 40A)

Knowledge, Abilities and Skill

Knowledge: Knowledge of local and state laws and regulations relating to land use and conservation. Working knowledge of department operations and organizational structure; thorough knowledge of technology such as office software applications including word processing and spread sheet programs as well as GIS in support of department operations.

Abilities: Ability to work cooperatively with town staff, developers, contractors, and disgruntled members of the public; ability to handle problems and emergencies effectively; strong interpersonal skills; ability to communicate effectively both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records. Ability to manage multiple tasks in a detailed and organized manner.

Skill: Effective organizational skills; proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications; proficient oral and written communication skills.