

Town of Warner

Part-time Position

Job Summary

Land Use Boards (PB/ZBA) Assistant

Job Description: (up to 10 hours per week +/-).

- Attend meetings; follow up with meeting minutes from transcribers
- Transcribe minutes if transcriber is unable to attend
- Review and process land use applications; schedule appointments with applicant as needed and appropriate.
- Notice applications: newspaper & local postings, abutters.
- Written reports as needed to Planning Board and Zoning Board of Adjustment Chairs, Town Administrator, and the Board of Selectmen.
- Consultation with Town Administrator and Board chairs as needed
- Prepare **meeting** packets for distribution to members, including calendar task list and application reports as appropriate.
- Provide information to board members of training opportunities, land use statutes, and current case law; advise as needed during meetings.
- Consult with **the town's** CNHRPC Planning Specialist.
- Review of Zoning Ordinance and Land Use Regulations; recommendations of amendments to Planning Board as appropriate.
- Keep website and google calendar information current and accurate.
- Liaison between Planning and Zoning board members and the entire board for communicating between meetings.
- Host Zoom meetings for Land Use Boards, and other boards as requested by Town Administrator. Send Zoom meeting minute video to transcriber and follow up.
- Consultation with Town Counsel as needed and appropriate, with permission of Town Administrator, or Land Use Board Chairs.
- Annual review of application forms, application fees, and Rules of Procedure; recommendations for changes as appropriate and needed.
- Review of Building Permit Application for zoning compliance and accompanying report to Compliance Officer; correspondence and discussion with Compliance Officer as needed.
- Review the website of all Land Use documents for location on website and correct information. Coordinate with Tech Support for making corrections.

- Proven demonstrated ability to lead all functions of the Land Use Office.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to establish and maintain effective working relationships with employees, supervisors, Board Chairs, Town officials, outside agencies and the general public.

Knowledge of the principles and practices of Town planning; knowledge of State laws and Town ordinances pertaining to local and regional planning. Familiarity with engineering practices and construction techniques. Excellent and proven MicroSoft Suite skills, Excel, MS Word, and Adobe products. Knowledge of website construction to upload files and keep Land Use information up-to-date and correct. Ability to analyze planning problems; including the ability to read plans; ability to write and speak effectively; and the ability to make public presentations.

Demonstrated ability to de-escalate a situation and serve the public, adhering to Town policies and procedures. Knowledge of website structure and how to understand instructions as provided by Tech Support, Town Administrator and Administrative Assistant to the Board of Selectmen.

Ability to, or willingness to learn, self-check and find a peaceful and fair solution when communicating with colleagues and residents.

MINIMUM QUALIFICATIONS

Graduation from an accredited two or four-year college or university. Proven track record in working in an office setting and getting along with colleagues.

TOOLS AND EQUIPMENT USED

Office computer, including spreadsheet; word processing; e-mail and mapping software; telephone; copy, scan and fax machine, a camera and any other equipment required.

SUPERVISION RECEIVED

Operates under the broad supervision of the Town Administrator; Board of Selectmen and Chairs of the Planning and Zoning Boards.

WAGE RANGE

\$18.00 - \$22.00 based on qualifications and experience.