

PLANNING & ZONING SECRETARY

JOB SUMMARY

Performs highly responsible secretarial work for the Planning Board and Zoning Board of Adjustment taking and transcribing minutes of scheduled meetings and assisting public with routine inquiries.

SUPERVISION RECEIVED

Works under the direct supervision of the Planning Board and Zoning Board Chairmen and/or Department Head as dictated by work being done. General supervision and responsibilities lie with the Town Administrator.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in position of this class)

1. Receives telephone calls and visitors to department. Screens for nature of business; answers routine inquiries based on thorough knowledge of department operations.
2. Performs computer data entry. Types a variety of correspondence, memoranda, forms, notices and reports. Generates materials in final form assuring correct spelling, grammar and punctuation.
3. Prepares agenda for scheduled meetings. Attends meetings as required taking official minutes.
4. Notifies appropriate departments and officials of decisions rendered at meetings either orally or in writing.
5. Transcribes, composes and types minutes of meetings.
6. Photocopies and distributes minutes as required.
7. Maintains department's filing system; maintains reference file of correspondence, memoranda, and a variety of other materials; requisitions supplies and may assist in the preparation of departmental budget.

8. Performs basic bookkeeping; collects and records fees; may process collected monies; may assist the public in completing applications. Assists the public by supplying information; schedules appointments.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of operations particular to department assigned. Ability to type/enter data accurately and rapidly. Ability to transcribe letters and reports. Must be detail oriented. Ability to communicate in oral and written form. Ability to maintain accurate records and files. Ability to maintain confidentiality and professionalism at all times, while occasionally working under pressure and within time constraints.

Knowledge of municipal land use procedures, computer applications, modern office practices and procedures. Ability to establish and maintain effective working relationships as a team member with other departments, employees and the general public. Knowledge of state RSA's, State Current Use Criteria and Town Ordinances and Policies.