

**HINESBURG PLANNING AND ZONING ASSISTANT
DEPARTMENT OF PLANNING AND ZONING
JOB DESCRIPTION**

FLSA Designations: Non-exempt

Nature and Scope of Position:

This position provides administrative and clerical support to the director of planning and zoning, zoning administrator, and development review board. The planning and zoning assistant is responsible for assisting applicants, processing development applications, scheduling meetings and hearings, and coordinating distribution of correspondence and materials.

This is a part time position, consisting of roughly 16 hours per week.

This position reports to the director of planning and zoning.

Duties and Responsibilities:

Provide such administrative or clerical assistance as shall be requested by the development review board, zoning administrator, or director of planning and zoning.

Provide applicants with appropriate application for project.

Receive applications and review for completeness; inform applicants if additional information is needed.

Schedule applicants for appearances before the development review board.

Review applications and assist zoning administrator and director with preparation of staff report.

Coordinate preparation and distribution of packets before development review board meetings; ensure packets are distributed in a timely fashion.

Warn and notice public meetings and hearings as requested by zoning administrator.

Mail board decisions to applicants and other parties as determined by development review board or as required by law.

Work closely with DRB secretary to record and distribute minutes.

Prepare official file for projects that have been approved.

Respond to members of the public/applicants seeking general information about zoning process.

Assist members of the public and professionals researching the history of a particular project.

Collect and process zoning fees.

Assist zoning administrator with recording decisions in town clerk's office

May serve as acting zoning administrator in absence of zoning administrator if duly appointed by the selectboard.

Interact with the public in a positive manner that inspires confidence in the town.

Perform other duties as assigned by director of planning and zoning.

Requirements of Work:

Ability to work independently and with direction.

Enthusiasm for working with the public and in a team oriented environment.

Knowledge of community affairs, local committees and organizations.

Ability to operate equipment found in a typical office setting and operate equipment such as computers, copiers, fax machines, etc.

Strong communication skills.

Must be comfortable with basic computer skills such as word processing, use of email, etc.

Ability to accept constructive criticism, and work well with others.

Exceptional attention to detail and organizational skills.

Education, Training and Experience:

High School education or equivalency preferred.

Ability to perform basic reading and writing and math skills required.

Knowledge of local government helpful.

Prior experience in land use planning / zoning / or environmental enforcement helpful.

Experience in office environment or in clerical / administrative position preferred.

Physical Demands / Work Environment:

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and/or move up to 25 pounds.