

**TOWN OF WESTON
ADMINISTRATIVE ASSISTANT, BUILDING DEPARTMENT
SECRETARY, ZBA**

Position Purpose:

The purposes of this position are to provide clerical and administrative assistance to the Building Inspector and Director of Land Use Services. The work involves attention to details to maintain accurate records; answering customer inquiries and managing the office. The work involves coordinating requests for service about various Building and Zoning processes and preparing ZBA materials and minutes. Provides forms and copies of maps, receives permits fees and maintains logs. The Administrative Assistant is required to exercise good judgment in administering the office to relieve the Department Head of administrative details; and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of routine, clerical and administrative responsibilities requiring a working knowledge of Building and Zoning programs.

Supervision Received: Under the general direction of the Building Inspector and Director of Land Use; follows established polices and state statues and town regulations where appropriate.

Supervision Given: None

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day from the general public at the counter, and sometimes to deal with citizens' issues and problems.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment; requires familiarity with Town maps.

Makes constant and periodic contact with other municipal departments, attorneys, engineers, construction contractors, developers, ZBA members, state agencies, real estate agents, elected officials and the general public; communication is frequently in person, by telephone, mail, and in writing and e-mail.

Errors in judgment or omissions could result in delays in service, loss of funds and legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

- Provide basic and technical information and assist the public in understanding regulations, policies and services of the Building department and Zoning Board of Appeals; assist the public with completing applications and refer some complex issues or questions to appropriate people. Track ZBA applications so that legal time limits for each stage (notices, hearings, decisions) are followed. Facilitate FOI requests.
- Process permits and applications and collect and record related fees. Prepare and submit fees to Finance department; maintain records of building permits and development applications and prepare appropriate reports. Maintain Building files in database and keep logs by separate trades. Serves as the point of contact at the Building department counter. Mail permits to homeowners.
- Schedule appointments for inspections by the Building Inspector as requested, Maintain records of all building inspections and re-inspections.
- Coordinate with Assessor's office to maintain shared information on building activity and maps; prepare reports for Assessor as required.
- Screen incoming phone calls, complaints and correspondence; take action if appropriate or refer to appropriate staff member and follow up to ensure a timely response. Provide information by telephone or in person to applicants, town officials, employees, residents, appraisers, real estate agents and lawyers.
- Compose routine correspondence and memoranda for signatures of the Building Official or Land Use Officer; type letters, reports, and records from rough draft and maintain manual and automated files and records as required.
- Prepare agendas, backup material, monthly application reading files and packets for Zoning Board of Appeal meetings; post and mail agendas to Board members and permit applicants. Coordinate the recording and transcription of meeting minutes, post required legal notices, minutes and recent decisions with Town Clerk; consult with the Town Attorney as needed regarding public notices and agenda. Prepare monthly report of any fee income; deliver report and income to Finance department. Maintain ZBA files.
- Perform special assignments and routine administrative functions as requested.
- Comply with OSHA.

Other Functions:

- Performs related work as required.
- Participate in training and development.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with over three to five (3 - 5) years’ with three years’ increasingly responsible work experience preferably in a public agency, real estate, legal or municipal government; or any equivalent combination of education and work experience and training

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of modern office procedures including maintenance of legal records; knowledge of zoning, building and land use principles and terminology; basic understanding of building and zoning regulations, deadlines and process steps; working knowledge of data processing techniques and ability to obtain knowledge of building related computer applications.

Ability: Ability to acquire working knowledge of regulations, state statues and legal requirements of assigned department activities; ability to implement decisions in accordance with laws, ordinances, regulations and established policies; ability to process large volumes of paperwork; ability to utilize data & word processing applications as they related to the functions of the offices supported; ability to deal effectively with the public, contractors, vendors, persons needing assistance and staff.; ability to prepare reports as assigned; ability to prioritize work assignments to meet established deadlines and ability to multitask; ability to perform basic arithmetic calculations with various units of measure manually and /or using office equipment; ability to follow written and oral instructions; ability to work as a team with others to accomplish a project; ability to work effectively with minimal supervision.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills in with dealing with public pleasantly and courteously.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Other:				
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Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Moving from sitting to standing at counter				X
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 30 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)