

TOWN OF DURHAM
ADMINISTRATIVE ASSISTANT TO PLANNING, BUILDING INSPECTOR/ZONING
ADMINISTRATOR AND ASSESSING DEPARTMENTS

JOB SUMMARY

Serves as Administrative Assistant to the Planner, Building Inspector/Zoning Administrator and Assessor (3 people) performing a wide range of complex administrative support duties. Coordinates the administrative functions of the Planning, Zoning, Building and Assessing Departments. Serves as liaison between the Planner, Building Inspector/Zoning Administrator, Assessor, Town Administrator, outside agencies and the general public. Interprets, communicates and ensures implementation of the Planner, Building Inspector/Zoning Administrator and Assessor's directives.

SUPERVISION RECEIVED

Works under the general supervision of the Planner, Building Inspector/Zoning Administrator and Assessor who outline general policies, assign duties and review work for conformance with required standards. Performs regular duties on own initiative, exercising a high degree of judgment and tact. Carries out responsibilities independently in accordance with Town policies and procedures.

SUPERVISION EXERCISED

Potential for supervising a work-study student to help in the office on a part-time basis.

EXAMPLES OF DUTIES

(The listed examples are illustrative only and may not include all duties found in this position).

A. PLANNER

- Process applications for all Subdivisions, Site Plan Reviews, Boundary Line Adjustments and miscellaneous Planning Board applications. This includes collecting fees and setting up a file, advertising and abutter notices and making sure that all final plans are complete and recorded.
- Maintain correspondence for Planner and keep material filed appropriately.
- Assemble and mail Planning Board Packets.
- Process Historic District Commission applications and put together and mail HDC Packet.
- Keep website updated with all applications, agendas and minutes for Planning Board, Historic District Commission and Conservation Commission.
- Maintain files.
- Schedule appointments.
- Interact with Planning Board Members.

B. ZONING ADMINISTRATOR

- Maintain correspondence for Zoning Administrator and keep material filed appropriately.

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- Keep Zoning Ordinance updated and available to the public in paper and on the website.
- Process applications for all Zoning Board of Adjustment appeals. This includes collecting fees and setting up a file, advertising and abutter notices.
- Assemble and mail Zoning Board Packet.
- Keep website updated with all applications, agendas and minutes for Zoning Board.
- Interact with Zoning Board of Adjustment members.

C. BUILDING INSPECTOR

- Schedule building/construction inspections for one full-time inspector and two part-time inspectors.
- Distribute and manage building permit applications, electrical permits, mechanical permits, Fire Department permits, plumbing permits and sidewalk café permits. This includes collecting fees, making sure the applications are filled out correctly, typing up building permits and inputting information into the computer.
- Keep up on building permit inspections to make sure that final inspections are being done.
- Maintain correspondence for Code Enforcement Officer and keep things filed appropriately.
- Create monthly and quarterly reports on building statistics.

D. ASSESSOR

- Process requests for assessing cards, deeds, exemption information and tax maps.
- Process address changes in the computer.
- Process property sales/deeds in the computer.
- Compile property lists using the assessing software.

F. GENERAL OFFICE

- Answer phone and take messages.
- Customer service for all walk-in customers.
- Process invoices for charges from all departments and track line item expenses for each department's budget.
- Open and distribute mail.
- Maintain Petty Cash and make deposits.
- Keep lot files organized.
- Make copies of all forms to maintain stock.
- Order supplies.

This is a representation of the duties of this position. Other duties shall be performed as directed by the Planner, Building Inspector/Zoning Administrator and Assessor.

KNOWLEDGE, ABILITY, AND SKILLS REQUIRED

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- Strong computer skills in Microsoft Office software and ability to learn new computer programs quickly.
- Thorough knowledge of administrative practices and procedures, business english, spelling, arithmetic and vocabulary.
- Ability to be detail-oriented, to multi-task, to work well under pressure and to maintain a high level of professionalism and confidentiality with high level officials, department heads, employees and the general public.
- Ability to maintain administrative, fiscal and general records.
- Ability to prepare effective correspondence.
- Ability to work independently and make decisions in the absence of the either the Planner, Building Inspector/Zoning Administrator or Assessor based upon laws, rules and guidelines.
- Ability to deal with public relations problems courteously and tactfully.
- Knowledge of general Town operations and organization is a plus.
- Perform any other duties as required by proper authority to further providing of services to the Town.

MINIMUM QUALIFICATIONS REQUIRED

Associates degree in administrative, business or related field, plus five years progressively responsible administrative experience or equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

LICENSES/CERTIFICATIONS REQUIRED

None

OTHER CONSIDERATIONS

Hourly Position, Monday through Friday, 8:00 a.m. – 5:00 p.m.

DISCLAIMER

This class specification is descriptive of general duties and is not intended to list every specific function of this class title.