

2018

PLANNING BOARD & ZONING BOARD OF ADJUSTMENT COORDINATOR

PART TIME POSITION

JOB SUMMARY

Performs responsible secretarial and organizational work related to the Planning Board and Zoning Board of Adjustment. Responsible for the accurate and timely recording of meeting minutes. Assists applicants in the procedures of applications to be submitted to the Planning Board and Zoning Board of Adjustment. Assists with research into various issues as requested by the Board Chairmen. This is an hourly/nonexempt position.

SUPERVISION RECEIVED

The coordinator works under the general supervision of the Planning Board and Zoning Board of Adjustment. The coordinator performs regular duties independently on their own initiative. Questions of a technical or sensitive nature will be referred to the Planning Board or Zoning Board of Adjustment for proper answers.

EXAMPLES OF ESSENTIAL DUTIES FOR PLANNING BOARD

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

1. Takes the minutes of the all Planning Board meetings. Responsible for the filing of the draft minutes within the legal time limit (currently 5 business days).
2. Prepares the agenda for the monthly meetings and work sessions. The agenda will be e-mailed to the members at least 3 days prior to the next regular meeting. The Chairman or other officer will conduct the meeting according to the agenda unless a deviation is agreed to by the Board.
3. Coordinates purchase of supplies as needed for the operation of the Planning Board with the Administrative Assistant.
4. Maintains a petty cash reserve (currently \$100) for the purchase of supplies and postage.
5. Responsible for the inventory and distribution of Planning Board forms and documents within the Town Hall. Updates forms as requested by the Planning Board.
6. Assists with research as necessary for the Planning Board's activities as required in the Planning Board's Rules of Procedure and other Town Regulations.
7. Maintains organized records and files of the Planning Board's activities.

8. Answers the Planning Board's telephone calls and e-mails and responds as necessary. Answers and/or directs department mail. Prepares correspondence in final form and provides boards, county and state officials, and town council with information relative to applicants' actions or applications.
9. Assists applicants or their representatives in the proper development of applications for subdivisions, boundary line adjustments, lot mergers and excavations. Helps to explain and interpret policies, procedures and regulations for applicants. Reviews applications for accuracy and completeness. Prepares and forwards packets of information for subdivisions and boundary line adjustments to the Planning Board Consultant for review.
10. Schedules Planning Board public hearings and meetings. Prepares and mails required certified notices to applicants and abutters; posts hearing notices at the Town Hall and on the website; submits legal notices for publication. Provides Board members with support materials for the applications to be discussed. Prepares Planning Board decision forms.
11. Prepares check requests to the Bookkeeper for the LCHIP fee (currently \$25) to accompany approved plans being recorded at the Grafton County Registry of Deeds. Sends the recording information (book/page and date) to the applicant.
12. Acts as liaison for the Planning Board between the selectmen's office, town council, engineers, surveyors, state and county officials, and the general public.
13. Maintains current Planning Board information on the Town of Lyman website including approved meeting minutes, hearing notices, and contact information.
14. Performs other duties as requested by the Planning Board Chairman.

EXAMPLES OF ESSENTIAL DUTIES FOR ZONING BOARD OF ADJUSTMENT

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

1. Takes the minutes of the Zoning Board of Adjustment meetings. Responsible for the filing of the draft minutes within the legal time limit (currently 5 business days).
2. Prepares the agenda for the meetings. The agenda will be e-mailed to the members at least 3 days prior to the next regular meeting. The Chairman or other officer will conduct the meeting according to the agenda unless a deviation is agreed to by the Board.
3. Coordinates purchase of supplies as needed for the operation of the Zoning Board of Adjustment with the Administrative Assistant.
4. Maintains a petty cash reserve (currently \$100) for the purchase of supplies and postage.
5. Responsible for the inventory and distribution of Zoning Board of Adjustment forms and documents within the Town Hall. Updates forms as requested by the Zoning Board of Adjustment.

6. Assists with research as necessary for the Zoning Board of Adjustment's activities as required in the Zoning Board of Adjustment's Rules of Procedure and other Town Regulations.
7. Maintains organized records and files of the Zoning Board of Adjustment's activities.
8. Answers the Zoning Board of Adjustment's telephone calls and e-mails and responds as necessary. Answers and/or directs department mail. Prepares correspondence in final form and provides boards, county and state officials, and town council with information relative to applicants' actions or applications.
9. Assists applicants or their representatives in the proper development of applications for variances and special exceptions. Helps to explain and interpret policies, procedures and regulations for applicants. Reviews applications for accuracy and completeness.
10. Schedules Zoning Board of Adjustment public hearings and meetings. Responsible for contacting members to arrange dates as the Zoning Board meets as needed. Prepares and mails required certified notices to applicants and abutters; posts hearing notices at the Town Hall and on the website; submits legal notices for publication. Provides Board members with support materials for the applications to be discussed. Prepares Zoning Board of Adjustment decision forms.
11. Acts as liaison for the Zoning Board of Adjustment between the selectmen's office, town council, surveyors, state and county officials, and the general public.
13. Maintains current Zoning Board of Adjustment information on the Town of Lyman website including approved meeting minutes, hearing notices, and contact information.
14. Performs other duties as requested by the Zoning Board of Adjustment Chairman.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Basic knowledge of secretarial skills, practices, procedures and computer literacy. Must have a working knowledge of the English language with knowledge of business English, spelling and arithmetic. Basic bookkeeping skills and basic office practices are required. Ability to learn and understand the laws and procedures relating to Planning Boards and Zoning Boards of Adjustment in the Town of Lyman and the State of New Hampshire.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent. Experience working with the public preferred.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, ascend and descend stairs, talk and hear; operate office equipment including telephones, copiers, printers and computers; pick up papers, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 25 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or near correctable to normal ranges.

This job description does not constitute an employment contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee

Date