

Town of Topsfield



Job Description **Land Use Administrator (Part-Time)**

Summary:

Land Use Administrator works part-time, 19 hours per week, to perform legal, technical and executive-level administrative work in support of the Town's Land Use Boards.

Purpose of Position:

The Part-Time Land Use Administrator performs legal, technical and executive-level administrative work in support of the Town's Land Use Boards, including the Planning Board, Zoning Board of Appeals and Historical Commission, hereinafter referred to as the "the Boards". This includes all aspects of land use including zoning, site plan review, special permits, and subdivisions as delineated by state statutes, local bylaws, and rules and regulations; All other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties, requiring the exercise of judgment and initiative in coordinating the Boards' legal and administrative operations and relieving the Boards of administrative duties not requiring their official attention.

Supervision Received: Works under the general direction of the Town Administrator, administrative direction of the Boards, in accordance with state and local laws and regulations. Works harmoniously and in close cooperation with other town officials, boards and committees; and coordinates with others as necessary.

Supervision Given: Coordinates the work of external peer review consultants and agents of the Planning and Zoning Boards.

Independent Action: Under the general direction of the Town Administrator, employee generally establishes own work plan within regularly scheduled hours with designated office hours an attendance at the Boards' meetings.

Job Environment:

Administrative work is performed under typical office conditions. Operates a telephone, computer, printers, copier, calculator, and other standard office equipment. Occasional work

beyond normal business hours is required to attend evening meetings within the weekly scheduled hours.

Interacts with land owners, developers, attorneys, engineers, realtors and the general public. Must possess a high degree of diplomacy and judgment in representing the municipality, so as to protect and promote its overall interests.

Essential Functions:

The essential functions or duties listed below are intended only as an illustration 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.

The Land Use Administrator:

Deals directly with the public and/or their representatives to provide information about processes and procedures governing matters before the Boards, including applications and direction to the rules, regulations, and bylaws governing these processes and procedures.

Review applications for completeness and accuracy and maintains a tracking system for each application. Places applications on agendas within legally required time-frames.

Posts agendas and electronic versions of applications and other filings on the Town website. Distributes electronic versions of same to members of the Boards.

Prepares packages for Board members for meetings. These include paper copies of applications and related material, correspondence and bills.

Coordinates activities with the Town Administrator/Board of Selectmen and other land use departments, including Inspectional Services, Conservation Commission, Stormwater Coordinator, Board of Health, Open Space and Historical Commission as may be required for both large-scale projects and individual lot projects.

Drafts legal notices for public hearings, schedules meetings, drafts agendas, keeps track of all statutory deadlines, researches history of uses of parcels under review when required, drafts all certificates of decisions and special conditions for both Boards for all permits acted upon and files decisions within the statutory deadlines and acts as liaison for Boards with Town Counsel as required.

Attends all meetings of the Planning and Zoning Boards and provides technical assistance as required. Takes minutes, prepares draft minutes for Board review and approval, and prepares final minutes.

Handles organization of all files and plans and maintains all records for the Planning Board, Zoning Board and Historical Commission. Develops, maintains, and updates permit forms, rules and regulations and local bylaws.

Coordinates the technical peer review process with the consultants for the Boards which might include multi-board projects involving the Stormwater Coordinator, Conservation Commission, and Board of Health and specific board requirements. Develops the scope of consultant review with the Board as well as drafting the RFP, the consultant-owner agreement and consultant's contract with the Town.

Coordinates the annual review process for amending the Town's local zoning bylaws, the subdivision rules and regulations and related land use general bylaws; provides research, and manages the legal notification process.

Prepares draft decisions for the Boards' review in conformance with state statutes. Prepares and files written decisions of the Boards. Prepares notice to interested parties of Board decisions and actions.

Assists in the preparation of warrant articles and reports for Town Meeting; Prepares the Annual Town Reports for approval by the Boards; Reviews and prepares invoices for each Board's approval.

Performs varied administrative duties, related to land use and for the functioning of the Land Use Boards, including (as examples): preparation of Board correspondence, informational flyers, legal responses, reports and other written work; maintenance and updates of website; update of permitting data base.

Minimum Qualifications:

Education and Experience: Bachelor's degree in a related field, and three (3) or more years of experience in a municipal or legal setting working as a para-legal assistant, office manager, or executive-level administrator; Experience in a municipal law firm or municipal land use department is highly preferred; An equivalent combination of education and experience will be considered.

Knowledge, Ability and Skill: Knowledge and understanding of state and local land use laws and zoning statutes and procedures is highly preferred, particularly MGL Chapters 40A and 40B and MGL Chapter 41 81A-81GG.

Working knowledge and experience with Microsoft Word, Excel, PowerPoint, website management is required; Knowledge of GIS or similar database software is highly advantageous.

Ability to communicate clearly and effectively in written and oral form; deal with the public in a courteous and tactful manner; establish good working relationships with town officials, staff and the general public; prepare reports, work effectively under time constraints to meet deadlines.

Aptitude for and attention to details and accuracy; Ability to read, understand and interpret technical specification, plans, zoning and other land use regulations.

Special Requirements: Attend evening meetings. Valid Massachusetts Motor Vehicle License.

Physical Requirements: Negligible physical effort required in the performance of administrative duties under typical office conditions. Regularly required to walk, stand, sit; occasional lifting and carrying of files, documents, and other common office objects.

(This job description does not constitute an employment agreement 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.)

Hours and Salary:

This is a part-time position of **19 hours** per week and is not eligible for fringe benefits. Regular work hours and weekly schedule will be determined based on the Town's needs, but will require attendance for all Planning and Zoning Board meetings on the first, third and fourth Tuesdays of each month. The starting rate of pay is \$23 to \$25 per hour depending on qualifications.

How to Apply:

To apply, send your resume, cover letter and a list of 3 professional references to: Town of Topsfield, Town Hall, 8 West Common Street, Topsfield, MA 01983, Attn: Town Administrator/Personnel Director, or via email at selectmen@topsfield-ma.gov.

For highest consideration, submit letters of interest **by December 11, 2015**. The position will remain open until filled.

The Town of Topsfield is an AA/EEO compliant employer.