

**TOWN OF TOPSFIELD
PLANNING & ZONING BOARD OF APPEALS
SENIOR ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

Position Purpose:

Provides administrative assistance to committees and commissions involved in planning and land use during meetings, including preparing draft minutes of all meetings, drafting decisions and special permits, prepare meeting information for members, posting agendas, legal/abutter notifications and other administrative duties as required.

Supervision:

Supervision Scope: Performs duties requiring initiative and independent judgment in the administration and execution of the land use services.

Supervision Received: Works under the general direction of the chairmen of the Planning Board and Zoning Board of Appeals with some latitude for independent judgment and action.

Supervision Given: None

Job Environment:

Required to attend evening meetings for Planning Board and Zoning Board of Appeals and remote and/or office work as needed.

Operates automobile; operates standard office equipment including computers, peripherals, and telephones and information technology systems.

Makes frequent contact with members of Planning Board and Zoning Board of Appeals; communicates in person, by telephone and electronic devices.

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.)

Attends all meetings of Planning and Zoning Boards and takes minutes and maintains all records. Drafts decisions and special permits, prepares meeting documents for members, creates and posts meeting agendas, produces legal notices and abutter notifications. Drafts all correspondence.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree; some experience with land use and community development and related laws preferred; or any equivalent combination of education, training, and experience.

Knowledge, Ability and Skill:

Knowledge: Specialized knowledge of land use laws, rules and regulations.

Ability: Able to communicate effectively and efficiently orally and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships.

Skill: Skill in all of the above listed tools and equipment including moderate to strong proficiency in the use of office automation applications such as word processing, email and internet. Strong writing and communication skills. High attention to detail. Organizational skills.

Physical Requirements:

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, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 30 pounds. Communicates orally and in writing. Vision and hearing at or correctable to normal ranges. Ability to operate a keyboard at an efficient speed. Ability to operate automobile to attend meetings.

(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.)

Town Administrator