

**COMMUNITY DEVELOPMENT SECRETARY
COMMUNITY DEVELOPMENT DEPARTMENT**

Job Summary

Performs highly responsible administrative support work for Planning, Zoning, Conservation, and Economic Development and assist in the daily operations of the office.

Supervision Exercised

None.

Supervision Received

Works under the direct supervision of the Planning & Zoning Administrator who provides instruction and advice and evaluates work. Performs routine tasks with limited supervision. Works under the general supervision of the Community Development Director, who outlines departmental policy, periodically makes work assignments, and evaluates work in terms of effectiveness and results. Consults with Director in dealing with particularly difficult situations.

Examples of Duties

(Any position may not include all duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Receives visitors at counter and answers incoming telephone calls, providing information based on some knowledge of State statutes, legal ordinances, and Department rules and regulations, or refers caller to appropriate respondent.
2. Distributes agendas, applications and materials associated with the regulatory processes of the Planning Board, Zoning Board of Adjustment, and Conservation Commission. Accepts required fees (currency and checks) and keeps appropriate records of fees collected. May perform general office bookkeeping functions such as posting.
3. Collects fees; performs accounts receivable and accounts payable duties, including billing developers and preparing bills for payment; enters payroll information into finance software. Compiles statistics for Department reports.
4. Creates records, including indexing and filing. In accordance with established systems, files maps and plans as well as all Department applications, records, and documents. Participates in the maintenance of Department's filing system. Maintains reference file of correspondence, memoranda, purchase orders, personnel orders, contracts, and a variety of other materials.
5. Composes and types a variety of correspondence, memoranda, forms, and reports on a personal computer using standard office software and specialized accounting software. Creates and manages databases.

6. Assists in the maintenance of Department's filing system.
7. Performs research as assigned by the Community Development Director, Planning & Zoning Administrator, and Assistant Planner. Labels, numbers, and distributes signed plans; microfilms plans.
8. Attends meetings as required, which includes the accurate taking, preparation and dissemination of the public and non-public minutes.
9. Schedules appointments and meetings for appropriate staff members as needed.
10. Operates standard office equipment, including personal computer terminal with standard office software, typewriter, adding machine, facsimile machine, and photocopier.
11. Processes outgoing mail and distributes inter-office mail.
12. Transports plans to outside firm for photocopying.
13. Assures proper maintenance of office equipment. Inventories and requisitions office supplies and maintains records of expenditures. Maintains postal meter and scale; maintains postage in postal meter.
14. Performs special projects as assigned.
15. Performs other related duties as required.

Knowledge, Skills & Abilities Required

Thorough knowledge of modern office practices and procedures; good knowledge of the operations of the Department; good knowledge of business English, spelling, vocabulary, and arithmetic. Possession of good organizational skills. Proficiency in accounting or financial management/tracking (including, but not limited to: spreadsheets, databases, and financial software) strongly desired. Ability to type accurately and rapidly; ability to transcribe letters and reports; ability to communicate in written and oral form; ability to maintain accurate records and files; ability to establish and maintain effective working relationships with other departments, employees and the general public; ability to maintain composure in stressful situations and with difficult individuals.

Minimum Qualifications Required

High School diploma or the equivalent, supplemented by course work in clerical skills, including database management, and one year of experience in clerical work; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Possession of an Associates degree is preferred.

WORKING CONDITIONS

The Community Development Secretary works in a confidential office environment, and is often required to do several tasks expeditiously and concurrently. Work is often interrupted by telephone calls, visitors, inquiries from co-workers, etc. The individual must be able to handle demands for information with immediate response, with appropriate "customer service" skills.

COGNITIVE & SENSORY REQUIREMENTS

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instructions and receiving information.
Sight: Necessary for doing the job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours
Sit 12345678
Stand 12345678
Walk 12345678

Total Hours
Sit 12345678
Stand 12345678
Walk 12345678

ENVIRONMENT: Inside: 100% Outside: 0%

EQUIPMENT USED: Computer, telephone, copy machine, calculator, FAX machine, automobile, additional equipment as needed and required.

HAND MANIPULATION:

Grasping: Frequently required
Handling: Frequently required
Torquing: Never required
Fingering: Never required
Controls and Equipment:
Computer, telephone, copy machine, FAX machine, additional equipment as needed and required.

LICENSES/CERTIFICATION REQUIREMENTS: Notary or Justice of the Peace commission helpful.

OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS: None

SPECIFIC VOCATIONAL PREPARATION REQUIREMENTS:

- () 1. Short demonstration only.
- () 2. Any beyond short demonstration up to and including 30 days.
- () 3. 30-90 days.
- () 4. 91-180 days

- 5. 180 days.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years
- 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS:

PRIMARY PHYSICAL REQUIREMENTS

- LIFT up to 10 lbs.: Frequently required
- LIFT 11 to 25 lbs.: Never required
- LIFT 26 to 50 lbs.: Never Required
- LIFT over 50 lbs.: Never Required
- CARRY up to 10 lbs.: Frequently required
- CARRY 11 to 25 lbs.: Never required
- CARRY 26 to 50 lbs.: Never required
- CARRY over 50 lbs.: Never required
- REACH above shoulder height: Seldom required
- REACH at shoulder height: Frequently required
- REACH below shoulder height: Frequently required
- PUSH/PULL: Seldom required

OTHER PHYSICAL CONSIDERATIONS

- Twisting: Frequently required
- Bending: Frequently required
- Crawling: Never required
- Squatting Frequently required
- Kneeling: Never required
- Crouching: Seldom required
- Climbing: Never required
- Balancing: Seldom required

WORK SURFACE(S): Standard office desk and chair. Carpet and tile floors.