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## TOWN OF MEDWAY

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### JOB POSTING

#### ADMINISTRATIVE ASSISTANT COMMUNITY & ECONOMIC DEVELOPMENT

This position provides professional and administrative staff support to the Department, which will include Conservation and Planning. The position also provides direct administrative and technical support to the Zoning Board of Appeals and requires attendance at between one to two meetings per month.

**Some Duties:** provides office staff support for Planning and Economic Coordinator, Conservation Agent, and director of Community and Economic Development as needed. Assists with: publication of meetings and hearing notices, prepares and distributes notices to abutters of applications being considered, updates web pages, administers Board of Appeals permit activities. For a full job description go to [www.townofmedway.org](http://www.townofmedway.org)

**Education and Experience:** knowledge of office administration, administrative practices, financial recordkeeping, and automated office systems and procedures that are equivalent to three years of college and three to five years of related experience. Bachelor's Degree in Urban/Regional Planning or related field or substantial professional experience in zoning matters preferred.

**Date of Posting:** March 31, 2016

**Salary:** \$20.12 - \$26.46

**Closing Date:** April 15, 2016

Please send cover letter and resume to: [sellis@townofmedway.org](mailto:sellis@townofmedway.org) or Human Resource Director, Town Hall, 155 Village Street, Medway MA 02053

To be posted at: Town Hall, Fire Station I and II, Library, Highway, Police Station

**JOB TITLE: Administrative Assistant**  
**DEPARTMENT: Community & Economic Development**

**GRADE: 7**  
**DATE: March 2016**

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.*

#### DEFINITION

Under the general supervision of the Director of Community and Economic Development, the core responsibilities of this position are to provide professional and administrative staff support to the Department, which include Conservation and Planning, and also provide direct administrative and technical support to the Zoning Board of Appeals. The position requires attendance at between 1-2 evening meetings per month.

#### ESSENTIAL FUNCTIONS

1. Serve as initial first point of contact (on phone and in person) with the public regarding planning, conservation and zoning matters.
2. Assist with the publication of meeting and hearing notices for upcoming public hearings on application filings, insuring that legal requirements concerning time limits and format are met.
3. Prepares and distributes notices to all abutters for any application to be considered by a Board, insuring that legal requirements concerning time limits, format, and scope of abutters are met.
4. Assist with the preparation of meeting packets for board members and other preparation as may be needed for board meetings.
5. Assist with keeping accurate and updated information on the department and board webpages including recent applications, agendas, approved meeting minutes and decisions.
6. Provide staff support to the Planning and Economic Coordinator, Conservation Agent and Director of Community & Economic Development as needed.
7. Administers Board of Appeals permit activities and related public hearings for all special permits, variances, 40B applications and building commissioner appeals. Assists petitioners with applications and procedures. Coordinates plan reviews with all affected Town departments. Reviews applications for completeness and interacts with attorneys and applicants. Responds to inquiries from the public.
8. Prepares agendas for Board of Appeals meetings, reviews applications and other items to be considered and consults with other permitting departments and/or Boards within the Town. Distributes agenda meeting materials to Board of Appeals members and appropriate town staff, Boards and Committees.
9. Attends all meetings of Board of Appeals, takes minutes of proceedings and responds to questions of board members as requested.
10. Prepares minutes from Board of Appeals hearings which are incorporated into the Board's decisions and which are then filed with the Town Clerk. Assists in the preparation of decisions. Follows-up on Board directions as needed and mails statutory notice of decisions after filing with Town Clerk.

11. Maintains Board of Appeal's files, provides assistance to internal and external customers, including members of the public, Town staff, board and committee members, applicants, vendors, etc.
12. Monitors department expenses; collects and process fees and maintains related records for applications, etc.
13. Monitor and order office supplies as needed.
14. Performs other duties as assigned by the Director of Community and Economic Development.

#### MINIMUM QUALIFICATIONS

##### **Skills, Knowledge and Abilities**

- Knowledge of standard office procedures, practices, forms, and equipment.
- Ability to prepare routine to complex correspondence utilizing computerized office applications, such as word processing, spreadsheets, databases, etc.
- Ability to understand, learn, interpret and explain policies and procedures and to apply such guidelines appropriately to different situations.
- Ability to interact effectively and tactfully with a wide variety of individuals including municipal department staff, outside professionals and members of the public.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to maintain confidentiality of sensitive information consistent with rules for public disclosure.
- Ability to prioritize multiple tasks and deal effectively with interruptions.
- Ability to perform detailed work accurately and efficiently within strict deadline.
- General knowledge of Massachusetts General Laws, Chapter 40A, Chapter 41, and Chapter 40B is desirable.
- General knowledge of Microsoft Office Suite including Word, Excel and PowerPoint.

##### **Education and Experience**

Duties require knowledge of office administration, administrative practices, financial recordkeeping and automated office systems and procedures equivalent to four years of college and 3-5 years of related experience. Bachelor's degree in Urban/Regional Planning or related field or substantial professional experience in zoning matters is preferred.

#### SUPERVISORY RESPONSIBILITY

None.

#### PHYSICAL ELEMENTS

- 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.
- Frequent interruptions to assist internal and external customers on the phone or in person.
- May spend extended periods sitting at a desk, on the telephone, or operating other office machines, copiers, and fax machines requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.