



TOWN OF NORTHWOOD, NEW HAMPSHIRE
Administration Office

818 First New Hampshire Turnpike, Northwood NH 03261
(603)942-5586

EMPLOYMENT OPPORTUNITY

LAND USE DEPARTMENT ADMINISTRATIVE ASSISTANT

The Town of Northwood seeks a full time (40 hours) Land Use Administrative Assistant, responsible for a diverse range of administrative tasks for various municipal boards including planning and zoning boards. Salary range is \$15.80 - \$23.90 per hour, DOQ with excellent benefits.

Successful candidate must be able to transcribe the minutes of meetings from electronic media and prepare minutes effectively for timely submission. Must be proficient with Microsoft Word. Duties also include: Process applications, schedule hearings, prepare notices to abutters, newspapers and local postings of hearings, maintain land use files, and keep website updated. Performs other duties as may be assigned by the Land Use Specialist or Town Administrator.

Minimum Qualifications: High School Diploma and employment experience which demonstrates possession of the required knowledge, skills and abilities. Knowledge of NH Land Use regulations or previous municipal experience is preferred.

Interested candidates should submit immediately a cover letter, a Town employment application and resume to Town Administrator. 818 First NH Turnpike, Northwood, NH 03261 or by e-mail to wjohnson@town.northwood.nh.us. Visit: www.northwoodnh.org for a complete job description. Position open until filled.

The Town of Northwood is an Equal Opportunity Employer.

Town of Northwood, NH

POSITION: Land Use Administrative Assistant
FLSA STATUS: Non-Exempt

DEPARTMENT: Land Use
REPORTS TO: Land Use Specialist

GENERAL SUMMARY

The administrative assistant performs highly responsible administrative work for the Planning Board, Zoning Board of Adjustment, Budget Committee and Conservation Commission, taking and transcribing minutes of scheduled meetings and assisting public with routine inquiries. The administrative assistant advises residents, board members, builder/contractors, and general public regarding community planning processes and procedure. The administrative assistant is the first department contact to engage residents in the community planning processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive telephone calls and visitors in the department. Screen for nature of business; answers routine inquiries based on knowledge of department operations.
- Perform computer data entry. Type a variety of correspondence, memoranda, forms, notices, and reports. Generate materials in final form assuring correct spelling, grammar, and punctuation.
- Prepare meeting agendas in coordination with the Board's chair for scheduled meetings. Contact Board members regarding meeting schedules. Attend regularly occurring Board meetings as required, taking official minutes. Obtain and file minutes from Chairs of Subcommittees.
- Record, transcribe, compose, distribute minutes of meetings for subsequent approval by the Boards.
- Photocopy and distribute documents required for Board meetings and hearings packets. Mail out packets well in advance of the meetings.
- Organize and maintain department files
- Maintain department office supplies. .
- Educates and informs the public on community planning and land use issues
- Collaborates with vendors, public, boards, and committees.
- Has a willingness to work a varied schedule.
- Attends night meetings.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested by the supervisor.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Knowledge and level of competency commonly associated with completion of specialized training in addition to basic skills typically associated with a high school education or Associates Degree.
- Sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had a similar position for two years.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

Knowledge, Skills and Abilities

- Knowledge of computers including task specific software, modern office procedures, and equipment.
- Possess a consistent high standard of conduct, strong ethics, and the ability to maintain confidentiality at all times.
- Ability to speak clearly and effectively in public settings
- Ability to maintain a high degree of organization and attention to detail.
- Maintain effective working relationships with other town employees and elected officials.
- Desire to attend necessary training to obtain knowledge of all aspects of NH planning and land use development

Additional (Preferred) Knowledge, Skills and Abilities

- Thorough knowledge of the statutes, laws and regulations governing the operation of municipal land use processes.
- Has the ability to interpret NH RSA as they relate to land use and community planning.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone, video recorder, and other general office equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop, or crouch.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Some evening/weekend hours may be required and attendance at other meetings as deemed necessary by supervisor. Some travel to offsite locations may be required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved: Date: _____

BOARD OF SELECTMEN

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_____	_____
