



TOWN OF EAST LYME

Land Use

Administrative Assistant

The Town of East Lyme is seeking an Administrative Assistant for its Land Use Office.

SUMMARY:

The Land Use Administrative Assistant Performs professional services in all functional areas of municipal land use, including Zoning Department, Zoning Commission, Zoning Board of Appeals, Aquifer Protection, Planning Department, Planning Commission, Inland Wetlands Agent/Department, Inland Wetlands Agency, Building and administrative support services to Ledge Light Health Department.

Assumes administrative responsibility of the Land Use Office intake of various permit applications, scheduling inspections, purchase orders and routing of incoming customers and telephone calls.

Receives oral and written direction from the Zoning Official, Director of Planning/Inland Wetlands Agent, and Building Official(s). Provides technical assistance to all land use departments in support of the various departments and town commissions regarding land use matters.

SUPERVISION RECEIVED: Work is performed under the general direction of the Building Official, Zoning Official and Director of Planning. May receive instruction from the Senior Land Use Administrative Assistant.

SUPERVISION EXERCISED: N/A

CLASSIFICATION & HOURS OF WORK: This is a union position within the United Public Service Employees Union, working 37.5 hours per week (Monday through Thursday, 8:00 AM – 5:00 PM, Friday 8:00 AM – 11:30 AM).

ESSENTIAL JOB FUNCTIONS:

General Office Duties:

- Mail – distribution of incoming mail, post outgoing mail and processing of permits received through mail.
- Answer telephone and screen calls.
- Counter help – basic inquiries and requests for information (monitor the review of files and re-file), assist with filing of building, zoning, wetlands, planning/subdivision, health permits and necessary forms, documents and payment associated.
- Maintain contacts for applicants, attorneys, regional and state agencies.
- Maintain members list for all commissions and agencies associated with Land Use and their contact information.
- Maintain copies of regulations and town reports for public.
- Maintain application forms available for public on both the website and in form application box for in person pick up for all land use departments and commissions/agencies.
- Maintain digital and paper files.
- Organizes and coordinates maintenance of Commission and Department files, maps and documents, including public records disposition for disposal through Secretary of State and actual disposal of documents.
- Performs special assignments, studies and routine administrative functions as directed.

Financial Support:

- Daily deposit from cash register provided to Finance.
- Maintain daily spreadsheets for statistical information and state fee information.
- Process purchase orders and order office supplies.
- Quarterly submission of State Education fees to finance/state.
- Maintains log for, receives and prepares various bonds.
- Provide financial record keeping for various grants, including submission for reimbursement to various state and federal agencies.

Land Use Department Support:

- Maintain schedule of meetings for Planning Commission, Zoning Commission, and Inland Wetlands Agency.
- Update website accordingly for town reporting and agendas/meeting materials.
- Receive and stamp in applications and referrals to the Zoning Commission, Zoning Board of Appeals, Planning Commission, and Wetlands Agency – create file and return to department head with distribution list, distribution application and supporting

documentation to various town departments and health (if necessary). Create electronic files of entire application including all site plans and narratives.

- Prepare and send out commission meeting agendas, record with clerk, and post to website with meeting materials. Forward via email to commission members and public distribution list.
- Prepare for the meeting with extra agendas, chair notes and packets for those requesting print copies.
- Follow up from meeting, notices of decision, legal notices to clerk and paper, prepare legal for next meetings public hearing.
- Legal Ads for public hearings.
- Process approved applications – stamp mylars for signature, release of mylar form, receive and process bonds.
- Assist in drafting regulations, policies, by-laws, research, preparing reports, and analyzing information to assist in establishing and implementing policies for the department, commission and town.
- Participates and assists in the development of the following POCD, Subdivision, Zoning, Aquifer Protection, and Inland Wetlands Regulations as well as Affordable Housing Plan.
- Provides assistance and participates in grant application, maintenance and financial reporting.
- Communicates and confers with attorneys, builders, members of the public and other agencies regarding land use applications and processes.
- Prepares meeting agenda for approval by Chairman or Director. Coordinates and prepares meeting notices for commission/agency meetings.
- Coordinates notification to property owners and interested parties where necessary
- Organizes and coordinates maintenance of Commission and Department files, maps and documents.
- Coordinates notification to property owners and interested parties where necessary.

Aquifer Protection Agency Support:

- Prepare agenda, packets and coordinate meetings.
- Maintain Aquifer Protection Registrations.
- Maintain Aquifer Protection Registrations Expiration and renewal (send out renewals).
- Prepare and send applications to the State; prepare and send approvals to DPH and Water Department as well as notify applicants.

FEMA Support:

- Maintain log of map amendments and elevation certificates.
- Provide assistance with annual update of CRS program.

*******The duties listed above are intended only as illustrative 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*******

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Abilities:

- Considerable knowledge of computer software related to land use functions. (Excel, Microsoft Word, Microsoft Office, ArcView, Powerpoint are examples).
- Ability to organize and effectively express thoughts and ideas orally and in writing.
- Ability to establish and maintain effective working relationships with other staff, public officials, and the general public, and to effectively and discreetly convey information.
- Thorough knowledge of business English, grammar, punctuation and arithmetic. Ability to compose and prepare effective correspondence.
- Knowledge of office practices and procedures including the operation of office equipment.
- Ability to prioritize, organize and perform work independently.
- Ability to efficiently schedule meetings. Ability to plan and maintain record keeping systems.

Education, Experience, and Training:

- High school diploma or equivalent required.
- Minimum of three years of progressively responsible administrative experience required, preferably in a planning or zoning office.
- Experience with municipal government operations preferred.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

This is a full-time, benefited position which works 37.5 hours per week.

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 accommodation 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 speak and hear; walk; sit; use hands to finger, handle, feel or operate equipment, tools, or controls; use wrists for repetitive motion; and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, distant vision, peripheral vision, depth perception, and the ability to

adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee predominantly works in an office setting. The noise level in the work environment is usually moderate.

Employee must be free from mental and physical disorders that would interfere with performance of duties as described and can maintain his/her composure with the public and coworkers in everyday stressful and emergency situations. Employees may occasionally have to function in situations in which they may be subjected to aggressive verbal behaviors.

PAY AND BENEFITS:

- Hourly wage is based on Grade 2 Administrative Assistant wage scale (\$28.00-\$31.63) per the United Public Service Employees Union (UPSEU) Collective Bargaining Agreement. A copy of the UPSEU contract can be found on the Human Resources page of the Town of East Lyme website.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://eltownhall.com),
or submit an [Application](mailto:hrmanager@eltownhall.com) along with resume and cover letter to
hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.