

## TOWN OF CAMPTON

**JOB TITLE:** Planning/Zoning & Assessing Coordinator

**DEPARTMENT:** Selectmen's Office

**EMPLOYMENT STATUS:** Full-Time

**EXEMPT STATUS:** Non-Exempt

**LABOR GRADE:** 8

**JOB SUMMARY:** This position is responsible for various clerical tasks and administrative functions supporting the Town Administrator, Planning Board, and Zoning Board of Adjustment.

**SUPERVISION RECEIVED:** This position receives direct supervision from the Town Administrator, performs routine tasks independently, and is evaluated by the Town Administrator based on the achievement of assigned goals and objectives.

**SUPERVISION EXERCISED:** Provides no formal assigned supervisory responsibility or authority. This position can assign minor tasks to the Administrative Office Assistant with the Town Administrator's permission and can provide support on the assigned projects.

### **ESSENTIAL DUTIES:**

#### Assessing Records Duties:

- Receives telephone calls and visitors to the department. Assists the public and employees with assessing information and applications. Schedule appointments for assessing service.
- Data processing, including various correspondence, forms, notices, and reports, and maintaining the departmental filing system, including all tracking logs and manuals.
- Maintains and updates excavation and excavation activity records.
- Maintains the Avitar assessment system and a professional relationship with the third-party assessors, serving as a point of contact for the office employees.
- Works with the public, appraisers, surveyors, and real estate agents who require information on properties in the Town of Campton.
- Maintains, processes, and updates records on assessments, abatement applications, current use, deed transfers, non-taxable property records, property sales, subdivision, and address changes, including calculation of tax stamps.
- Maintains the building permits master list and coordinates building permit inspections with the Code Compliance Officer

- Maintains the digital tax map by utilizing ARC GIS Pro software.
- Issue property tax, yield, and current use warrants.

Planning & Zoning Duties:

- Assists the public with planning and zoning board information, permit applications, procedures, and processes.
- Records minutes at meetings of the planning and zoning board. Prepares public notices for the newspaper, mails certified notices, and decision letters.
- Maintains planning and zoning board records, files, maps, minutes, etc. Types various materials for the Planning and Zoning Boards, including material for the annual town report and revisions to ordinances.
- Records plans, applications, and other necessary documents at the Grafton County Registry of Deeds.
- Organizes planning/zoning meetings and public hearings.

General:

- Assists residents in filling out forms for elderly and veterans' exemptions, current use applications, etc. Verifies, updates, and runs reports regarding tax exemptions and credit lists.
- Assists residents in filling out timber and excavation permits and processing them according to DRA standards.
- Responds to inquiries from public and private organizations regarding codes, ordinances, statutes, and assessing and zoning maps.
- Researches subdivisions, boundary line adjustments, lot line mergers, site plan review applications, variances, and special exemptions.
- Website maintenance and upgrades.
- Performs other related duties as required.

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

**KNOWLEDGE, SKILLS, AND ABILITIES FOR THE POSITION:**

- Knowledge of town policies, procedures, ordinances, and state regulations and statutes.

- Knowledge of modern office and secretarial practices and procedures.
- Knowledge of business English, spelling, arithmetic, and bookkeeping.
- Knowledge of property assessment and sales information.
- Knowledge of planning and zoning processes and procedures.
- Knowledge of GIS technology and/or ARC GIS Pro.
- Skill in clerical functions, including taking minutes.
- Skill in public and interpersonal relations.
- Skill in managing multiple and concurrent projects.
- Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier, and printer.
- Knowledge in the use of software related to tax assessment, planning, and zoning.
- Ability to conduct research.
- Ability to maintain confidential information.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, town officials, welfare clients, real estate agents, contractors, and the general public.

**SUPERVISORY CONTROLS:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy independently while following established objectives. In some assignments, the employee also determines the approach and methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint regarding feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the job. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts, driving an automobile, etc. No unique physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require standard safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office

equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or cross-train other department employees. Still, such assignments do not include the ongoing authority to assign and review the work of other employees or to recommend or take corrective action concerning the performance of other employees.

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with the completion of a high school diploma or equivalent. Graduation from a four-year college in a related field is preferred.
2. Experience sufficient to understand the diverse objectives and functions of the position is usually interpreted to require three to five years of office experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.