

## **POSITION DESCRIPTION**

Class Title: Planning & Codes Administrative Assistant  
FLSA: Non-Exempt  
Hourly Rate: starting at \$23.97 (based on experience)  
Posting closes: 12/10/24 at 3pm

### **Planning & Codes Administrative Assistant**

#### **SUMMARY**

This is an administrative support position requiring responsibility in performing administrative support duties for the Planning, Code Enforcement, and Business Licensing. A wide range of work is performed with a minimum of supervision from the Town Planner and/or Code Enforcement Officer. Duties require a general knowledge of various Town ordinances and regulations, as well as numerous Town programs. Many functions require independent judgment based on knowledge of existing procedures and policies. Position requires a great deal of public interaction, both on an informational basis as well as handling complaints. Work is normally subject to review.

#### **SUPERVISION RECEIVED**

Direct supervision is received from the Code Enforcement Director and Business Licensing Administrator, although considerable independent judgment is exercised in carrying out the daily functions of the position.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations 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.)*

1. Composes and types minutes, agendas, letters, memorandums, and other materials and conducts mailings primarily for Planning Board, Design Review Committee, Zoning Board of Appeals, and Comprehensive Plan Committee.
2. Operates computer terminal for data entry, word processing, and numerous other miscellaneous functions.

3. Assists the Town Planner and Code Enforcement Officer in the compilation and preparation of ordinances, codes, and procedures. Schedules inspections for Code Officers / get paperwork together for inspections.
4. Maintains comprehensive electronic and hard copy filing system.
5. Greets visitors, answers questions, and gives directions and information. Explains departmental rules, ordinances and regulations, forms and applications and handles routine complaints or inquiries made by phone or in person.
6. Works closely with Town Staff regarding permit and licensing regulations, administration, and policy problems.
7. Prepare business license notices to be posted and given to the Town Manager for Council agenda.
8. Cross-references various databases to ensure validity and completeness of data.
9. Using the GIS system, prepares abutter notices for Zoning Board of Appeals applicants. Calls applicants to come to the office to pick up certified abutters letters to bring to the post office and mail out.
10. Processes the issuance of various state and municipal business licenses as governed by State Statutes and Town ordinances.
11. Accept and help customers with Building, Electrical or Plumbing Permits and Sewer Connection applications. Enters permits and licenses into applicable software systems.
12. Assists with the administration of various grants.
13. Collects fees and cash up each workday.
14. Performs additional work as required.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education, Training and Experience:**

#### Education and Experience

High School diploma or GED certificate is required. Diversified and responsible office experience, considerable post-secondary education in business, secretarial sciences or

other relevant courses of study, or the equivalent combination of education and experience.

### **KNOWLEDGE, ABILITIES and SKILLS**

1. Must develop an understanding of Old Orchard Beach Code of Ordinances relevant to responsibilities and also become familiar with various State Statutes governing municipal licensing and permitting
2. Ability to establish and maintain effective working relationships with Town officials, employees, business establishments and the general public.
3. Proficiency in Microsoft Office, Excel and Access and ability to learn other software applications as required.
4. Ability to organize work, set priorities, have excellent oral and written communication skills and the ability to work with minimal supervision.
5. Experience in composing and preparing effective correspondence; ability to edit and write report materials.
6. Ability to work independently as well as in a team environment.
7. Must be self-motivated, organized, and able to work at a high degree of accuracy.
8. Proficient knowledge of general office equipment.
9. Strong time management/organizational skills.
10. Ability to communicate effectively orally, electronically and in writing.
11. Ability to maintain a high degree of confidentiality.
12. Excellent customer service skills and ability to interact and establish effective working relationships with other departments, elected officials, and general public.
13. Ability to attend monthly evening meetings for the purpose of taking minutes.

### **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 sit or stand and talk or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Vision and hearing at or correctable to normal ranges.

### **WORK ENVIRONMENT**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, attorneys, realtors, Health Inspectors, contractors, and Registry of Deeds.
- Has access to department-related confidential and/or sensitive information.
- Errors in judgment could result in delays or loss of service, and monetary and/or legal repercussions.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

***Equal Opportunity/Americans with Disabilities Act Employer***