

# **Town of Lyndeborough**

## **Land Use/Assessing Assistant**

### **Position Purpose:**

Serves as the Land Use Assistant to the Selectmen and Town Administrator. Performs a wide range of complex administrative support duties in supporting various departments and functions of the town. Coordinates the administrative functions of the Planning, Zoning, Building and Assessing Departments. Serves as liaison between the Town Administrator, Selectmen, Department Heads, Committee Chairs, Assessor, outside agencies and the general public. Performs general clerical work for Land Use Departments as required. Assists other town employees in related functions and general town administrative work as needed.

### **Essential Functions:**

#### **A. LAND USE**

- a. Assist property owners, contractors and developers with general inquiries and questions about the application process and zoning ordinances.
- b. Process initial review of applications for all Planning Board subdivisions, site plan reviews, boundary line adjustments and miscellaneous planning board applications for completeness and compliance with the codes and ordinances of the Town of Lyndeborough.
- c. Process initial review of applications for all Zoning Board of Adjustment appeals for completeness and compliance with the codes and ordinances of the Town of Lyndeborough.
- d. Collect fees, set up a file and notify appropriate parties.
- e. Send completed land use applications to the board's chair and town's NRPC representative for review.
- f. Prepare Agenda and meeting packets for monthly Planning Board and Zoning Board meetings.
- g. Transcribe, compose, distribute and maintain minutes for Planning Board and Zoning Board of Adjustment meetings.
- h. Prepare abutter and newspaper notifications.
- i. Ensure compliance with all statutory requirements for certified mailings, notices, posted meeting agendas and meeting minutes.
- j. Ensure completed plans are recorded at the Hillsborough County of Deeds.
- k. Work with the NH Division of Emergency Services and Communications to assign E-911 addresses and updates as needed.
- l. Process timber and gravel intents and reports. Send completed forms to the Department of Revenue Administration and generate paperwork to bill for applicable timber/gravel tax.
- m. Prepare, organize and submit all necessary changes to the tax map including but not limited to subdivisions, lot line adjustments, and general data correction.

- n. Draft reports, performs research and provides data analysis at the direction of the board with Town Administrator approval.
- o. Assist with preparing zoning updates and warrant articles for the annual town meeting, including proof reading warrant articles, ensuring warrants are noticed properly and assisting in preparing a voter's guide.
- p. Track compliance for conditions of approval with future requirements.

**B. ASSESSING**

- a. Maintain the assessing records of the Town in accordance with State laws, regulations, and generally-accepted best practices, and with the policies and practices of the assessor and the Town.
- b. Responsible for compiling property abatements for review by the assessing contractor and prepares for Select Board's signatures. Sends approval or denial letters for abatements.
- c. Receive, prepare for Assessor's review and approval, and processes elderly exemptions, veteran's credits, solar exemptions, disability exemptions, religious, education and charitable exemptions.
- d. Process new current use paperwork and maintain a listing of current use properties.
- e. Process land use changes and create the warrant for land use change tax when the assessor and selectboard approve removal from current use.
- f. Process ownership changes through deed transfers and address/name change requests.
- g. Prepare an annual Assessor packet by identifying, compiling, and notifying assessing contractors of all appropriate pick ups.
- h. Conduct required periodic audits and reviews.
- i. Assist in preparing MS-1

**C. PERMITS**

- a. Assist property owners, contractors and developers with general inquiries and questions about the permit process.
- b. Intake, process and collect fees for permit applications. To include working with the building inspector for approvals, tracking status, and filing the final permit in property records.
- c. Prepare monthly reports, post cards and certified letters for expiring building permits.
- d. Create monthly, quarterly and annual reports on building statistics.
- e. Maintain a log of code enforcement violation complaints, correspondence throughout the investigation process and status updates.
- f. Post monthly permit reports in town hall and on the town website.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School diploma. Associate's Degree preferred; three to five years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or an equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Advanced knowledge of the municipal administration process, general knowledge of the functions of municipal government, general understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

*Ability:* Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS office applications and database applications.

*Skill:* Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills.

**Supervision:**

*Supervision Scope:* Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

*Supervision Received:* Works under the direct supervision of the Town Administrator.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; the work environment is moderately noisy.
- Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, and town officials.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors in judgement could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

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