

Town of Exeter

JOB TITLE: Building and Planning Administrator

DEPARTMENT: Building and Planning

EMPLOYMENT STATUS: Full-Time, Non-Union

FLSA STATUS: Exempt

LABOR GRADE: 9

JOB SUMMARY: Performs important administrative work involving operations of the Land Use Departments. Serves as the public face of the Building and Planning Departments and interacts frequently with members of the public and with professionals with business before the Town. Uses independent discretion and judgement in coordinating the administrative operations of the Department. Assists the Code Enforcement Officer/Building Inspector and Town Planner in composing correspondence of own initiative, scheduling appointments and meetings, responding to requests for information and assistance, resolving problems and complaints, and handling telephone calls. Handles confidential and/or sensitive information requiring the use of discretion and tact. Assists and helps coordinate processes for both the Town Planner and Code Enforcement Officer/Building Inspector.

DIRECT SUPERVISOR: Immediate supervisors shall be the Building Inspector/Code Enforcement Officer. Works under the general direction of both the Town Planner and the Code Enforcement Officer/Building Inspector.

EMPLOYMENT STATUS: Full time (40 hours per week) hourly, during the hours of 8:00 am to 4:30 pm Monday through Friday.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent office and interpersonal skills including public interaction, strong telephone communication and the ability to interact positively with members of the public and maintain a harmonious and cooperative working environment.
- Computer proficient, especially in word processing and the development/creation of spreadsheets of varying complexity. Operational knowledge of database management. Ability and willingness to learn the Town's Land-Use permitting/tracking software system.
- Proficiency in using image scanning hardware/software and image manipulation.
- Must be accurate, attentive to detail, able to communicate effectively both orally and in writing.
- Ability to perform detailed work and to adopt creative approaches or solutions to issues as they arise.
- Ability to handle multiple priorities, meet deadlines, and to attend to many items simultaneously and/or in sequence.
- Ability to establish a working knowledge of pertinent statutes, rules, regulations, ordinances, policies, and procedures and to maintain a current and accurate knowledge of same, which are subject to change.
- Experience or a demonstrated knowledge of working with boards, commissions, and/or committees.

- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written, is essential.
- Ability to observe, identify, and communicate creative solutions and/or options with initiative.
- Must maintain an appropriate level of confidentiality regarding Town records.

DUTIES AND RESPONSIBILITIES: The performance of the following tasks/functions is required in meeting the expectations for the position as described:

- Receive and assist individuals arriving to conduct business with the Town. Distribute forms and information as appropriate to the inquiry.
- Receive and process land-use and building permit applications, and citizen complaints.
- Primary responsibility for maintenance of property building permit files in hard-copy and electronic formats while maintain working knowledge of planning, zoning, conservation, and Land-Use permitting/tracking.
- Prepare and file legal notices for land-use boards as directed.
- Performs detailed research and provides historical documentation on prior development approvals.
- Answer and direct telephone calls and take accurate and timely messages.
- Make appointments and maintain the schedule of the Building Inspector/Code Enforcement Officer, and to occasionally organize meetings for the land-use departments.
- Record, create and track land use board meeting minutes.
- Facilitate distribution of building permit related information to Town Assessor.
- Distribute, copy and/or prepare correspondence, postings, and other documents as necessary and as directed in a timely and accurate manner.
- Maintain and update existing Land Use lists/databases currently maintained by the Town.
- Performs other duties as assigned as they may arise to assist the Building Inspector/Code Enforcement Officer and Town Planner.

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

MINIMUM QUALIFICATIONS: A person in this position will possess the following:

- Knowledge and level of competency commonly associated with a high school diploma or equivalent, with additional education or training in computer operations, civic and/or municipal government studies, business, land use planning, development and environmental studies or related occupational field.
- Three years of formal experience in general office and administrative functions. Previous experience in a municipal land-use department and/or building department preferred.

- Operational knowledge of computers in a Windows environment with a proficiency in the latest version of Microsoft Office or similar word processing/spreadsheet applications.