

TOWN OF WILTON

BUILDING & LAND USE ADMINISTRATOR JOB DESCRIPTION

DEPARTMENT: Building & Land Use Department

GRADE: 5

CLASSIFICATION: Non-Exempt - Hourly

Job Summary

Performs a wide range of complex, executive secretarial and administrative support functions for the Building Inspector, Planning Board, and Zone Board of Adjustment including Planning, Zoning, Building, and Code Enforcement, and general administrative support for all.

Supervision Received

Works under the supervision of the Building Inspector, Planning and Zoning boards.

Essential Duties

- Provides administrative support for all aspects for Building, Planning, Zoning and Code Enforcement.
- Coordinates record retention including, but not limited to: building permits, Planning Board, Zoning Board, Code Enforcement, Property Records, security and bond files, with documentation for building, planning, zoning, and code enforcement.
- Produces a variety of materials and correspondence, including items requiring confidentiality from rough draft, straight copy, recording devices or oral instruction.
- Provides support for land use Boards and for meetings and public hearings, including but not limited to: notices and postings; agendas, advertising, certified mailings and preparation of Planning Board and ZBA packets.
- Attends Board meetings as necessary and records minutes.
- Provides customer service and assistance to for property owners, applicants, contractors, consultants, and other departments via written communication, telephone, and electronic media or in person.
- Responds to simple zoning, planning, building and code inquiries, and direct more complicated issues to appropriate parties.
- Coordinates the processing and submittal of accounts payable and cash receipts to appropriate department.
- Administers requests for information and refers communications to the respective authorities or departments and maintains Right to Know documentation.
- Assists with maintenance and updates of the Town website.
- Collects monies for applications, permits and reproductions; and process payments and deposits through the cash receipts system.
- Oversees departmental supplies & equipment and coordinate purchasing within the department.
- Coordinates departmental calendar and inspection scheduling.
- Provides reporting and statistics for the department, boards and commissions from department software system.
- Data entry for applications, permits, complaints and violations.
- Maintains, updates and distributes ordinances and regulations for printing and distribution.
- Performs other related duties as required.
- Provide assistance and coverage as needed to other Town Departments.

Minimum Qualifications

Knowledge and level of competency commonly associated with a high school diploma. Graduation from an accredited four-year college or university is desirable, but not required. Experience sufficient to thoroughly understand the diverse objectives and functions of the job, usually interpreted to mean a minimum of five (5) years of experience in office management or an administrative role; OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Knowledge, Skills & Abilities Required

- Knowledge of NH State Building Codes and Town ordinances, rules and regulations.
- Knowledge of typical building construction practices.
- Knowledge of records maintenance and management.
- Skills in the use of office equipment such as a computer, related software (Microsoft Office, Excel, Word, Power Point, Outlook and Vision), phone, copier.
- Skills in accuracy, attention to details and meeting deadlines.
- Skills in personal relations.
- Skills in records retention and organizing.
- Ability to make accurate arithmetic calculations.
- Ability to understand and follow moderately complex instructions.
- Ability to read plans and blueprints.
- Ability to prepare reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish a working knowledge of rules, regulations, policies, and procedures
- Ability to make minor decisions in accordance with departmental policy
- Ability to establish and maintain effective working relationships with officials, employees and the general public.