

## **ADMINISTRATIVE OFFICER & PLANNING ASSISTANT JOB DESCRIPTION**

### **Official Title**

Part-time Administrative Officer and Planning Assistant (AOPA); 24 hours/week average

### **Nature of Position**

The AOPA is a highly responsible administrative position that requires considerable judgment in the literal application, interpretation, and enforcement of the Westford Land Use & Development Regulations and State Statutes. A great deal of time is spent working closely with the public, often on controversial or sensitive matters. This position requires a high degree of tactful interpersonal skill and diplomacy, and strong professional and organizational skills.

### **Appointment, Supervision and Evaluation**

The Administrative Officer and Planning Assistant is nominated by the Planning Commission and Town Planner and appointed by the Selectboard for a term of three years. The AOPA is under the general supervision of the Planning Commission and Town Planner and is ultimately accountable to the Selectboard. The AOPA is subject to the Town's personnel policy and may be removed for cause at any time by the Selectboard after consultation with the Planning Commission and Town Planner.

### **Administrator Officer - Primary Responsibilities and Duties**

1. Receive Westford Zoning Applications for land development and issue/deny permits based on the literal interpretation of the Westford Land Use & Development Regulations and Development Review Board decisions (DRB).
2. Help applicants and interested parties understand the permitting process, submission requirements, and requirements of the bylaws.
3. Assist applicants, as needed, providing information to ensure complete applications.
4. Collect fees from applicants and transfer collected fees to Town Treasurer.
5. Maintain record of all fees collected and transferred.
6. Advise applicants to contact ANR regional permit specialist regarding state permits.
7. Initiate correspondence as required to any state agencies and others as required, retaining a copy of all correspondence in the appropriate file.
8. Ensure permit applications are processed and warned in accordance with state statute.
9. As needed, visit sites to determine validity or verify information on application.
10. Receive, investigate, and process zoning complaints from any member of the public, town government, or state agency.
11. Process zoning violations in accordance with Westford Land Use & Development Regulations and state statute.
12. Enforce Zoning Regulations and DRB decisions according to the law and without personal discretion.
13. Record notice of permits, violations, and permit denials with the town clerk.
14. Serve as custodian of permit records and provide such assistance as required by individuals who are researching the permit history of a property.

15. Interact with the public in a positive manner that inspires confidence in the town.
16. Review Environmental Court documents and assist Town Attorney, if necessary, to gather information regarding Environmental Court appeals.
17. Design of zoning permit applications and appeal forms, instructions, memos of record and letters.
18. Maintain an adequate supply of bylaws and forms/instructions in the Town Office for land development permits.
19. Maintain the zoning portions of the Town website.
20. To stay up to date on local regulations, state statute and court precedents.
21. Attend Planning Commission, DRB, Selectboard and other meetings as needed to discuss zoning matters and keep town boards apprised of issues, concerns, and opportunities associated with zoning.
22. Advise the Selectboard annually regarding the adequacy of the current permit fees being assessed.
23. Prepare report summarizing zoning activities for the annual Westford Town Report.
24. Maintain communication and coordination between the Town Clerk, Treasurer, Listers, Selectboard, Planning Commission, Development Review Board, Conservation Commission and Planning Coordinator, as necessary, to assure smooth Town administration and enforcement of Town bylaws.
25. Perform other duties as assigned and agreed to

#### **Planning Assistant - Primary Responsibilities and Duties**

Assisting the Town Planner, including but not limited to the following:

1. Provide explanation of the Regulations to property owners, developers, legal and real estate professionals, and other members of the general public in regard to Development Review Board (DRB) applications.
2. Administer the bylaws literally and shall not have the power to advise the DRB to permit any land development that is not in conformance with those bylaws.
3. Provide timely specific parcel information in response to inquiries (including dimensional requirements, other parcel data, permit histories, and review processes).
4. Record permits in the municipal land records and record keeping of permits and associated materials.
5. Ensure applications are complete prior to warning meetings/hearings pursuant to the Land Use & Development Regulations and State Statute.
6. Prepare staff reports for applications to be reviewed by the DRB, and prepare draft findings of fact, conclusions of law and conditions for DRB decisions, in a teamwork approach with oversight by the Town Planner.
7. Present projects before the DRB.
8. Communicate with other municipal staff members regarding permitting issues/timelines.
9. Update processes, procedures, and documents (i.e., applications, checklists, templates) to modernize and improve the efficiency and expediency of governmental processes.
10. Assist with the preparation of draft Land Use & Development Regulation amendments for presentation to the Planning Commission.
11. Assist with other planning related tasks as assigned by the Town Planner.

**Desired Qualifications, Abilities and Skills**

1. Demonstrated experience in the land-use-related field with relevant education preferable.
2. Bachelor’s degree in planning, landscape architecture, natural resource management and planning, or a related field desirable.
3. Experience administering Flood Hazard Regulations and familiarity with the National Flood Insurance Program (NFIP).
4. Excellent oral and written communication skills.
5. A desire to work as part of a team to initiate and perform detailed work with appropriate supervision.
6. Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.
7. Proficiency with computers, including word processing, database management, WordPress, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks.
8. Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable.
9. Ability to interact courteously, clearly, and in a timely manner with the public.
10. Attendance at evening DRB meetings and other meetings as required.
11. General familiarity with zoning and subdivision bylaws, and flood hazard area regulations.
12. A valid driver’s license and reliable vehicle.

**Disclaimers**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**Equal Employment Opportunity**

The Town of Westford is an Equal Employment Opportunity employer.

**Employee Acknowledgement**

I have received and understand the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name