**TOWN OF NEW IPSWICH**

JOB TITLE: Land Use Administrator-15 hours

 (includes 2 evening meetings per month)

JOB DESCRIPTION:

 Performs a variety of sophisticated administrative tasks for two different town boards and the town office.

ACCOUNTABILITY:

 Reports to the Board of Selectmen/Town Administrator and to the chairmen of the Conservation Commission and Zoning Board of Adjustment.

DUTIES AND RESPONSIBILITIES:

 **Zoning Board**

* Receive and give preliminary review to variance, special exception and equitable waiver applications. Assist applicants with preparation of abutter lists and applications.
* Establish and maintain board files.
* Compile information and prepare board reports.
* Maintain a master file of the board’s yearly activities.
* Prepare, post, publish and mail within a deadline the agenda for each meeting.
* Attend evening board meetings, take and prepare minutes.
* Draft correspondence as directed by chairman.
* Prepare and mail hearing notices and notices of decisions on deadline.
* Effectively handle inquiries from the walk-in public and from private organizations regarding zoning and related matters.
* Monitor budget and assist with budget preparation.
* Maintain applications for variances and special exceptions.
* Schedule applicants for meetings with the Board.
* Any other tasks as directed by the Chairman.

**Conservation Commission**

* Effectively handle all inquiries from the public regarding the Conservation Commission and conservation land.
* Prepare and mail correspondence as directed by chairman.
* Establish and maintain board files.
* Attend evening board meetings and take and prepare minutes. Post on Conservation Commission web page.
* Assist members with assigned projects.
* Compile information and prepare board reports.
* Post and mail notice of meetings.
* Monitor conservation commission bank accounts and budget.
* Any other tasks as directed by the Chairman.

**Municipal Secretary**

* Maintain effective relations with the public.
* Answer telephone, take messages and respond to all inquiries.
* Assist other departments as needed.
* Open and distribute incoming mail to departments.
* Assist with the maintenance of town records.
* Maintain inventory of supplies for the town office and replenish as necessary.
* Schedule maintenance and repairs of town office equipment.
* Schedule meetings in conference rooms and keep calendar of same.
* Maintain & monitor website, Town Facebook page/Social Media