**TOWN OF NEW IPSWICH**

JOB TITLE: Land Use Administrator-20 hours

JOB DESCRIPTION:

 Performs a variety of sophisticated administrative tasks for the Building Inspector and the town office.

ACCOUNTABILITY:

 Reports to the Board of Selectmen/Town Administrator and to the Building Inspector

DUTIES AND RESPONSIBILITIES:

**Building Permit**

* Assist public in preparation of building permits and process same.
* Coordinate occupancy permits.
* Assist Building Inspector as directed.
* Schedule building inspections/Code Enforcement issues with Building Inspector
* Process payments for permits and give monthly reports to Treasurer
* Monitor budget and assist with budget preparation.
* Utilize Building Permit software for permits, payments and inspections

**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