

LAND USE ADMINISTRATOR

JOB DESCRIPTION

Duties and responsibilities

Board of Assessors:

- Direct and supervise contracted Assessor
- Provide assistance to public inquiring about assessment, locations of properties, sale of properties, abatements, exemptions & credits
- Maintain assessing records for all property in Town
- Process applications for Abatements, Elderly Exemptions, Veterans Tax Credits, etc.
- Maintain address list of all property
- Add book, page & new owner to Plot Cards
- Set, prepare and post agenda for Board of Assessors meetings
- Prepare minutes of meetings
- Update & review all Exemptions & Credits for review by DRA
- Process applications for current use
- Process Abatement applications
- Prepare semi-annual tax warrants
- Prepare and send MS-1 to DRA
- Process Intent to Cut and Intent to Excavate applications
- Process Reports of Cut and Reports of Excavation & determine yield tax for warrants
- Prepare warrants for timber tax & excavation tax (approval by Board, forward to Tax Collector, copies for file & DRA)
- Prepare data for DRA to determine equalization ratio
- Update and maintain tax maps
- Research files as required
- Schedule appointments for Board
- Process transfers of properties
- Prepare budget for review by the Board
- Distribute A9 & A12 forms for exempt properties every year
- Post Agendas and Meeting Minutes on website
- Maintain Board members on website
- Process Land Use Change Tax warrants as needed (Assessing contractor & Tax Collector)
- Respond to phone calls and emails
- Email Assessment cards to Real Estate Agents, Title Companies, potential buyers, etc
- Work closely with Assessing contractor regarding any changes, updates etc. to Assessing database
- Record retention for all property files

Planning Board:

- Receive and give preliminary critique to Subdivision, Site Plan Review, Excavation and Lot Line Adjustment applications
- Check abutters list for accuracy
- Establish and maintain Board files
- Maintain a master file of the Board's yearly activities
- Prepare and post agenda for Planning Board meetings
- Attend meetings on 1st & 3rd Wednesdays each month
- Take and prepare minutes for Board approval
- Prepare and mail hearing and abutter notices before deadlines
- Coordinate registration of plans with Hillsborough County Registry of Deeds
- Effectively handle inquiries regarding Subdivisions, Lot Line Adjustments, Voluntary Mergers and related issues.
- Monitor Letters of Credit and Bonds
- Schedule and attend meetings with the Town Engineer and applicant as required
- Assist Planning Board members with assigned projects
- Prepare and process invoices for services of the Board
- Process payments made by the Board & give to Treasurer
- Keep Zoning Ordinance, Subdivision Regulations, Excavation Regulations up to date
- Prepare budget for review by the Board
- Monitor yearly budget
- Prepare land use manuals for new members and keep all manuals up to date
- Prepare Public Notices for newspaper as required for Zoning Ordinance amendments
- Draft correspondence as directed by Chairperson
- Post Agendas and Meeting Minutes on website
- Maintain Board members on website
- Respond to phone calls & emails
- Record retention

Other Duties:

- Cover reception area when needed
- Manage postage machine to ensure adequate postage
- Process outgoing mail and take to Post Office
- Post all Public Meeting Agendas at Post Office
- Attend workshops and conferences to keep up to date on laws and RSA's
- Assist other Land Use administrator as needed (Building Dept, Zoning, Conservation)
- Attend weekly staff meetings
- Respond to emails, phone calls, in person questions (sometimes requires extensive research)

