

Town of Tilton

Job Description: Land Use Coordinator

Part-time hourly non exempt – 32 hours per week

Revised January 9, 2014

LAND USE COORDINATOR

JOB SUMMARY

Performs highly responsible clerical and technical duties while coordinating the functions of the Planning Board, the Zoning Board and the Code Enforcement Officer. Provides organizational assistance to the assessor. Maintains property assessment files and tax maps. Serves as the Town's primary contact with the general public concerning land use matters.

SUPERVISION RECEIVED

Reports to the Board of Selectmen and the Town Administrator and also receives work assignments from the Chairman of the Planning Board and the Chairman of the Zoning Board of Adjustment. Carries out duties with a great deal of independence.

PRIMARY DUTIES

Manages and maintains the assessment files, tax maps, and related lists.

Updates assessment records in accordance with transfers and pickups and coordinates information with the Town Assessor, Town Clerk/Tax Collector, mapping service, Tilton Sewer Commission, etc. Downloads deeds and provides copies of transfers/lot mergers to Town Clerk/Tax Collector and Tilton Sewer Commission. Verifies owner address changes and provides list of changes to Town Clerk/Tax Collector and Tilton Sewer Commission.

Manages and maintains the Town's subdivision and site plan files.

Serves as liaison between the Planning Board/Zoning Board and Applicants, Engineers, Town Attorney, Conservation Commission, Board of Selectmen, Police and Fire Departments, Tilton Sewer Commission and the Code Enforcement Officer as it pertains to land use issues. Provides Town Clerk/Tax Collector with a list of properties and/or building units that are not approved as year-round residences in accordance with town ordinances.

Assists members of the general public in the completion of applications for building permits and applications to the Planning and Zoning Boards.

Assists the Planning Board in the review of submissions to the Planning Board for technical accuracy.

Attends all meetings of the Planning and Zoning Boards. Takes and transcribes minutes.

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Prepares all documents relating to Planning and Zoning Board meetings, including agendas, public notices, abutter notifications, notices of decisions, etc.

Prepares correspondence relating to Planning and Zoning Board action for the respective Chairman's signatures.

Coordinates process for zoning ordinance amendment.

Provides clerical support to the Building Inspector/Code Enforcement Officer and enters building permit information into the assessing software.

Extensive verbal communications with the general public and other agencies concerning tax assessment matters and land use matters.

Primary 911 contact for updating address changes and assigning new street numbers in conjunction with the Tilton Northfield Fire District, the telephone companies and 911. Enters updates into assessing program and provides list of street numbers/street names to all Tilton Town Departments: Police, Highway, Assessing, Selectmen, General Assistance, Town Clerk/Tax Collector, Sewer Commission

Performs all of the filing for the property record cards.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to read, write and speak English. Exercises judgment and tact in answering inquiries and determining correct course of action.

Possesses ability to use computer.

Possesses a high degree of organizational ability.

Possesses ability to establish and maintain effective working relationships with other agencies, employees and the general public.

The Town will provide opportunities for ongoing training in the field through attendance at workshops and courses offered by appropriate agencies of the State Government or by the NH Municipal Association and its related professional associations.

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SELECTMEN
TOWN OF TILTON
OFFICE

MINIMUM QUALIFICATIONS

High school graduate supplemented by two (2) years college level training or years of experience in a related field which demonstrates possession of the required knowledge, skills and abilities.

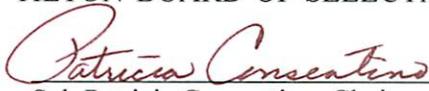
PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

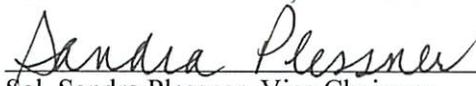
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

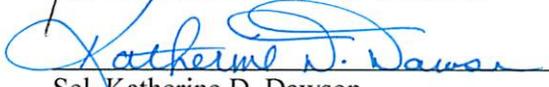
The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

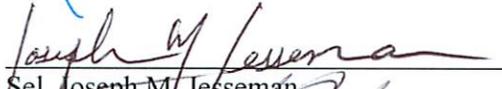
The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms. The work area is adequately lighted, heated and ventilated.

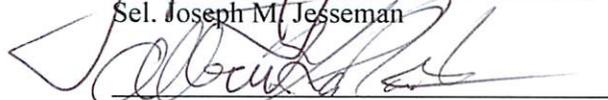
TILTON BOARD OF SELECTMEN


Sel. Patricia Consentino, Chairman


Sel. Sandra Plessner, Vice Chairman


Sel. Katherine D. Dawson


Sel. Joseph M. Jesseman


Sel. Albert LaPlante