

TOWN OF LA POINTE JOB DESCRIPTION

ZONING ADMINISTRATOR'S ASSISTANT

Approved by the Town Board December 27, 2012; Effective date January 1, 2013

Immediate Supervisor:

Zoning Administrator – with Direction from TPC Chair and ZBOA Chair when working with respective Boards

Classification:

Part Time Employee

Town Policy:

Job preference will be given to applicants who are Island residents.

I. General Statement:

Performs a variety of responsible duties in support of the Zoning Administrator, Town Plan Commission (TPC) and Zoning Board of Appeals (ZBOA).

II. Examples of Duties:

A. In Support of the Zoning Administrator (La Pointe and Ashland County Zoning, POWTS):

1. Act as Assistant to the Zoning Administrator for Town of La Pointe Zoning, including but not limited to Land Use Permit Issuance. Is the designated authority to enforce provisions of the La Pointe Zoning Ordinance in the absence of the Zoning Administrator.
2. Respond to public inquiries, both on telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the Town.
3. Perform a wide variety of clerical/secretarial and operational support activities for day-to-day office management; exercising independent judgment, relieves the Zoning Administrator of routine actions not requiring her/his immediate attention.
4. Effectively use word-processing, database and spreadsheet software application programs in the course of assigned duties.
5. Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.
6. May receive and process information of a confidential nature; ensures such information is maintained in strict confidentiality.
7. Perform related duties as assigned.

B. In Support of the Town Plan Commission:

1. Attend Town Plan Commission Regular and Special Meetings, Public Hearings and Special Working Sessions.

Zoning Administrator's Assistant

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Page 1 of 2 pages

2. Take and prepare minutes for all Town Plan Commission meetings.
3. May prepare and post public notice of meetings, hearings and mailing notifications.
4. Prepare and submit Town Plan Commission attendance records for payroll purposes.
5. Provide research and clerical assistance for planning projects.

C. In Support of the Zoning Board of Appeals:

1. Attend Zoning Board of Appeals Meetings and Public Hearings.
2. Take and prepare minutes for all Zoning Board of Appeals meetings.
3. May prepare and post public notice of meetings, hearings and mailing notifications.
4. Prepares and submits Zoning Board of Appeals attendance records for payroll purposes.

III. Minimum Qualifications:

Training and Experience: Generally, any combination of training and experience that provides the required knowledge, ability and skills is qualifying.

Knowledge of: English usage, spelling, grammar and punctuation; modern office methods, practices, procedures and office/computer equipment and programs associated with clerical/administrative functions, familiarity with surveying and building construction in general.

Preferred Qualifications:

Experience in the Administration of a zoning ordinance including interpretation, permit reviews and enforcement;

Ability to: Understand and explain department policies and procedures; communicate clearly and concisely, both orally and in writing; establish and maintain positive and effective working relationships with those contacted in the course of work, work constructively with people to identify problems and creative solutions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

DATE

EMPLOYEE SIGNATURE

2 Copies: 1 to Employee and 1 in Employee Personnel File

Zoning Administrator's Assistant
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Page 2 of 2 pages