

TOWN OF OLD ORCHARD BEACH

POSITION DESCRIPTION

TITLE: Planning & Codes Administrative Assistant

STATUS: Non-Exempt

DEPARTMENT: Planning & Code Enforcement

GENERAL PURPOSE

Under the supervision of the Town Planner and Code Enforcement Director, the Planning & Codes Administrative Assistant performs administrative and technical support duties for the Planning Department, Code Enforcement, and Business/Rental Licensing. Tasks require general knowledge of Town ordinances, regulations, and Town programs. Many functions require independent judgment based on knowledge of established procedures and policies. The position requires extensive public interaction, including responding to inquiries, providing information, assisting applicants, and handling complaints. Work is reviewed for accuracy, completeness, and conformance to policies.

SUPERVISION RECEIVED

Receives direct supervision from the Code Enforcement Director and Business Licensing Administrator, with additional work direction from the Town Planner. The employee exercises considerable independent judgment in carrying out daily responsibilities.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compose and type minutes, agendas, letters, memorandums, and mailings for relevant boards and committees.
- Operate computer systems for data entry, word processing, and clerical functions.
- Assist the Town Planner and Code Enforcement Officer in preparing ordinances, codes, and procedures.
- Schedule inspections for Code Officers and prepare inspection paperwork.
- Maintain comprehensive electronic and hard-copy filing systems.
- Customer service: Greet visitors, answer phone and questions.
- Explain departmental rules, ordinances, regulations, and applications.
- Coordinate with departments regarding permit and licensing regulations.
- Prepare business license notices and submit materials for Town Council agendas.
- Prepare abutter notices using GIS and assist applicants with certified mailings.
- Process and issue State and municipal business licenses.
- Assist customers with permit applications; enter data into required systems.
- Assist with grant administration.
- Collect fees and reconcile cash daily.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED required.
- Diversified and responsible office experience preferred.
- Post-secondary coursework in business or related fields preferred.
- Equivalent combinations of education and experience will be considered.

Knowledge, Skills, and Abilities

- Ability to learn and interpret Town ordinances and State statutes.
- Ability to maintain effective respectful working relationships with officials, employees, and the public.
- Proficiency in Microsoft Office and other software applications.
- Strong organizational, written, and verbal communication skills.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality at all times.
- Ability to attend monthly evening meetings for minute-taking.

SPECIAL REQUIREMENTS

None required beyond the qualifications listed above.

TOOLS AND EQUIPMENT USED

Computer, telephone, copier, scanner, calculator, and general office equipment.

PHYSICAL DEMANDS

Duties require sitting or standing, talking, hearing, use of hands for office equipment, and reaching. Must occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT

Work is performed under typical office conditions with moderate noise levels. Interaction occurs with Town departments, local businesses, the public, contractors, and the Registry of Deeds. The employee has access to confidential and sensitive information.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Town of Old Orchard Beach is an Equal Opportunity Employer. Applicants and employees with disabilities, as defined under the Americans with Disabilities Act, must be able to perform the essential job functions with or without reasonable accommodation.

