

TOWN OF CANTON

TITLE: Community Development Coordinator
DEPARTMENT: Land Use/Building/Fire Marshal

CLASS: Hourly/Non-Union
DATE: November 14, 2018

POSITION DESCRIPTION

Responsible for managing and administering office services of the Canton Land Use Office, including the offices of the Building Official and Fire Marshal, by organizing office operations and procedures; preparing payroll; controlling correspondence; setting work schedules; designing, managing and coordinating electronic and paper filing systems; reviewing and approving supply requisitions; and assigning and monitoring clerical functions. Coordinates services and support for the department and all Land Use Boards, including but not limited to the Planning and Zoning Commission, Inland Wetlands and Watercourses Agency, Zoning Board of Appeals, Collinsville Historic District Commission, Canton Center Historic District Commission, Conservation Commission, and Economic Development Agency. Assists the public and Town officials at the service counter and electronically with questions regarding building, fire and land use matters.

SUPERVISION RECEIVED

Community Development Coordinator works under the general direction of the Director of Planning and Community Development (supervisor).

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Receives oral or written instructions from supervisor. Provides assistance to supervisor, Assistant Planner, Building Official and Fire Marshal, and reports work accomplished to supervisor.
- Creates, maintains, and organizes files, for department staff, public and legal reviews and action, and maintains department recording keeping systems.
- Orders and manages department supplies and materials.
- Organizes and process department finances, purchase orders, invoices, billing, budget submissions, and related bookkeeping and record-keeping functions.
- Updates and maintains web site information for the department and Land Use Boards.
- Maintains and finalizes department materials for publication, regulations and board schedules.
- Edits drafts of department documents including documentation of standard operating procedures, administrative documents, permit applications, department actions, regulation revisions, staff reports, etc.
- Plans and organizes work according to established standard office procedures.
- Assures and schedules proper maintenance and billing of various office machines and equipment.
- Determines priority of work tasks and performs related work as required.
- Responsible for staffing department public service counter, including answering questions and providing information.
- Provides assistance to the public and Town officials, and responds to inquiries regarding building applications, zoning, subdivisions, inland wetlands and watercourses, variances, automotive uses, and other building, fire, and land use matters.
- Assists applicants in filling out application forms, checklists, and providing assistance and direction in navigating appropriate boards, departments and staff.
- Processes, schedules and coordinates all applications, permit requests and inspections for department activities.
- Refers applications and coordinates reviews and comments by department staff and Land Use Boards.
- Prepares and places all legal advertisements, meeting announcements, agendas, posts, and notices.
- Prepares materials for department and board meetings including compilation, collation, organization and distribution of reports, minutes, drawings, files, and equipment.
- Ascertain that the materials for meetings are complete and accurate.
- Assures delivery of meeting materials and equipment to and retrieval from meeting rooms before and after meeting, and assures meeting rooms are scheduled and appropriately prepared.
- Maintains appropriate control of department applications, activities, and schedules to assure compliance with legally mandated timetables for processing applications, regulations and decisions.
- Coordinates exchanges of information and materials between departments, Land Use Boards, Town departments, and state and federal governments.

- Notifies appropriate persons or agencies of policy decisions, and actions made by Land Use Boards, Building Official, and Fire Marshal.
- Responsible for coordinating, scheduling, and organizing pool of recording clerks for Land Use Boards, including processing of time cards, and overseeing the collection and filing of minutes.
- Performs recording secretary tasks for Land Use Boards when needed.
- Attendance at evening meetings (up to three (3) evenings per month) may be required.
- Maintains office staff by recruiting, selecting, orienting and training Recording Clerks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to type between 40 and 60 wpm and accurately process a large volume of paperwork and electronic information.
- Ability to work proficiently with electronic permitting software (Municipality preferred).
- Ability to work proficiently with Finance software (I-Vision preferred).
- Proficiency with Microsoft Office software (including Word, Excel and Access).
- Ability to establish and maintain complex files and record systems.
- Ability to make basic mathematical calculations and to perform minor bookkeeping.
- Ability to compose routine correspondence and reports.
- Ability to collect, organize and present information in a clear and timely manner.
- Ability to take work in rough draft form and develop a final product for review by supervisor.
- Working knowledge of various office equipment, such as personal computers, copiers, facsimile machines, calculators, postal rate equipment, and printers.
- Ability to establish and maintain effective working relationships with coworkers, vendor, contractors, consultants, other governmental agencies and the general public.
- Ability to communicate effectively (orally and in writing) in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Commitment to excellence in customer service.
- Ability to maintain information in confidence.
- Ability to acquire a working knowledge of Planning and Zoning and Inland Wetland statutory requirements, regulations and procedures.
- Ability to explain, in general, regulatory and technical information to the public and non-technical persons in a clear and concise manner.
- Ability to develop clear, concise technical reports, correspondence and/or other written materials.
- Ability to take and transcribe meeting minutes/action notices completely and accurately.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing duties of the job, the employee occasionally works in outside weather conditions. Business travel may be required. The employee will be required to provide his/her own transportation.

- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to lift up to 35 pounds necessary to move office files or equipment or for presentation at public meetings.
- Works in an office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to remember multiple task/assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Bachelor's degree and four (4) years of work experience in office management, public administration, land use and or building department experience or a similar combination of work experience and education.

LICENSE OR CERTIFICATE

Must possess a valid Connecticut driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.