

Town of Franklin

Job Description

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**POSITION TITLE:** Land Use Agencies Administrative Assistant

### **ADMINISTRATIVE ASSISTANT JOB PURPOSE:**

Under the direction of the First Selectman, provide a variety of tasks related to the land use application process pertinent to State and Town regulations, laws, ordinances and the Freedom of Information Act. Provide administrative, secretarial and technical assistance to the Planning and Zoning Commission, Inland Wetlands Commission, Agriculture and Conservation Commission and Zoning Board of Appeals (Land Use Agencies).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Act as a liaison to Land Use Agencies by managing the administrative portion of the meeting system, coordinating communication among commissions and boards, town staff, applicants, consulting agencies and the general public.

Responsible for writing, preparing and tracking agendas, minutes, public notices, public registry, decision notices, variance notices and utilizing the Geographic Information System (GIS) to obtain specifics on property and determine abutting property owners within specific distances of properties and municipalities in accordance with the Freedom of Information Act.

Responsible for the accounting, invoicing, and reporting of application fees and permits for Land Use Agencies including the events in which the cost to review, evaluate and process an application exceeds applicable fees set forth in the Town's Fee Schedule Ordinance. The incumbent must work diligently to accurately recover all outstanding fees through verbal and written communications.

Responsible for acting as a liaison to Land Use Agencies, the Town of Franklin, and applicants to improve and guide the application submittal and approval process in order to successfully and expeditiously move through the system. The purpose of this task is to ensure those involved are informed and prepared at each step of the process. And, as a result, Land Use Agency meetings will be more efficient and productive.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

Open, read, and sort mail. Determine priority level, terms of action, and appropriate Land Use Agencies that must be informed. Record meetings and manage the recordings in accordance with Freedom of Information Guidelines. Follow the Connecticut State Library Record Retention Schedules for the Municipal Records Management Program for all Land Use Agencies.