



**POSITION AVAILABLE**  
**Land Use Assistant**  
**Planning & Zoning Department**  
**Town of Colchester**

The Town of Colchester Planning & Zoning Dept. is seeking a full-time Land Use Assistant. Job duties include performing administrative and technician duties for Code Administration, Chatham Health District and Planning & Zoning staff. Duties also include maintaining financial records, assisting the public with applications, scheduling appointments for all staff within the department, maintain statistical data for Federal, State, Regional and Town agencies, and performing as clerk to several commissions. Prepare legal notices, agendas, packets, and approval/denial letters and distribute such materials for the Planning & Zoning Commission, Conservation Commission, Historic Commission, Economic Development Commission, Open Space Advisory Commission and Zoning Board of Appeals. Update website pages for Building Department, Planning & Zoning Department and all associated Commissions and Engineering Department. Qualifications require a high school diploma with two years' experience in general clerical work, records management, land use records and general accounting with municipal experience preferred. Must be proficient in Word, Excel, Adobe Acrobat and MUNIS. Hours are Monday through Friday, 8:00 a.m.-4:30pm, evenings as required.

Closing Date – Qualified individuals should submit Town of Colchester employment application (available at [www.colchesterct.gov](http://www.colchesterct.gov)) the Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415. Job will remain open until filled. Wage rate \$28.28/hr per union contract. The Town of Colchester is an Equal Opportunity Employer.



## **JOB DESCRIPTION**

Job Title: Land Use Assistant

Department: Public Works

Classification: Full time; non- exempt; hourly      Reports to: Planning Dir. & First Selectman

Supervises: N/A

**Union**

Reviewed: April, 2021

### **SUMMARY**

Perform administrative and clerical duties for Code Administration, Chatham Health District and Planning & Zoning staff. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.
- Must be Notary Public or willing to obtain this designation.
- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 45 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Publisher, Adobe Acrobat and Munis.
- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.
- Experience in records management, land use records and general accounting.

### **PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION**

- While performing the duties of this job, the employee is regularly required to stand, walk and talk. The employee frequently is required to sit; use hands to feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use the sense of smell.
- The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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### MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Self-starter, able to independently identify and plan work goals
- Ability to endure stressful work demands including interruption(s)

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist the public with applications for building, septic, health inspections, well permits zoning, wetlands, Historic District, road permits and zoning appeals. Review to assure that all necessary paperwork is included with applications and proper fee is collected. Distribute applications and associated files to appropriate personnel.
- Answer telephones and forward calls/messages to appropriate personnel. Answer basic zoning and building questions.
- Maintain financial records of revenues, expenses and account balances for the Planning and Zoning Department.
- Schedule appointments for the Planning Director, Asst. Planner/ZEO, Wetlands Enforcement Officer, Building Official and pre-development review meetings.
- Gather and maintain statistical data for Federal, State, Regional and Town agencies.
- Maintain files for the Planning & Zoning, Building & Wetlands Departments, Historic District and Zoning Board of Appeals, and Open Space Advisory Commission.
- Type applicable forms, reports and correspondence generated by the Town Planner, Building Official, Asst. Planner, Town Engineer, and Wetlands Enforcement Officer.
- Prepare legal notices, agendas, packets and approval/denial letters and distribute such materials for the Planning & Zoning Commission, Conservation Commission, Historic Commission, Economic Development Commission, Open Space Advisory Commission and Zoning Board of Appeals.
- Update website pages for Building Department, Planning & Zoning Department and all associated Commissions and Engineering Department, ensuring accuracy and timeliness of information.
- Perform as clerk for the Planning & Zoning Commission, Zoning Board of Appeals, Conservation Commission, and Historic District Commission.
- Perform data entry utilizing permit tracking system for all land use and building permit applications
- Handle all purchasing for Planning and Zoning, Code Administration and Engineering Departments.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.



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- Perform special projects including preparation of reports, informational flyers and social media posts.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

## WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following OSHA and Town of Colchester safety policies.

## WORK SCHEDULE

Monday-Friday, 8:00 a.m. - 4:30 p.m. with a half hour lunch (40 hours/week); evenings as required.

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Employee Signature

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Date