

JOB DESCRIPTION LAND USE CLERK

Overview

The Land Use Clerk provides research and logistical support to the Zoning Officer, Zoning Board of Review, Planner, Administrative Officer to the Planning Board and the Planning Board. The position requires attention to detail, time and work flow management to meet deadlines, and excellent written and oral communication skills. The Land Use Clerk will interact with elected and appointed officials of the Town as well as the general public on a daily basis and must have the ability to maintain professional courtesy and provide excellent customer service even when under pressure from competing demands.

Hours

The Land Use Clerk works part time (? regularly scheduled hours per week) and is expected to attend Planning Board for purposes of taking minutes and providing in-meeting support as required, and therefore has the potential to earn overtime or compensation time on a regular monthly basis in accordance with federal law and the Local 2670A contract. Additional overtime work within the scope of the job description may be required from time to time, with the approval of the Building / Zoning Official, Town Planner, and/or the Town Administrator.

Base Wage

The Land Use Clerk is classified as a “clerk” for purposes of the Local 2670A contract, and thus will receive an hourly salary as provided therein. During Fiscal Year 2017 (July 1, 2017 – June 30, 2018) the starting hourly wage for this position is ? / hour for a newly hired employee.

Duties

The Land Use Clerk provides important compliance support for a busy office of professionals, including Town employees and the Town’s hired consultants and land use attorney(s). Associated duties include:

1. Timely posting of Zoning and Planning Board meeting agenda online and at required posting locations in accordance with the Open Meetings Act (OMA);
2. Taking and publishing meeting minutes to board members for review and approval, at a sufficient level of detail to satisfy OMA and other legal requirements;
3. Publishing minutes, once approved, to the Rhode Island Secretary of State’s website and other locations as required by the OMA;

4. Completing all meeting notice requirements, including drafting and placement of necessary advertisements, writing and mailing letters to abutters and other interested parties;
5. Providing assistance, when required, to the Building/Zoning Official, Town Planner, Town Solicitor and/or Town Administrator in responding to requests for public records in the possession of the Land Use Department under the Access to Public Records Act (APRA), within the legally mandated timeframe;
6. Assuring compliance with all Court orders or assisting with preparation for litigation requiring collection and/or organization of records;
7. Assisting with meeting all legal standards for maintaining public records for the necessary time period and at an appropriate level of organization;
8. Preparing Planning Board and Zoning Board of Review member packages;
9. Responsibility for accounts payable, accounts receivable including deposits made for reimbursements to outside consultants;
10. Preparing reports for state and federal grants including responsibility for grant accounting.
11. Assisting with the editing, formatting and submittal of the comprehensive plan.
12. Responsible for maintaining adequate funding for surety, construction inspections, stormwater maintenance and outside consultants.

The Land Use Clerk will also provide the department with operational assistance, which will include but not be limited to:

1. Assist customers by phone, fax, email and in person, providing forms and instructions, collecting and documenting receipt of applications and payments, routing applications and files internally to the appropriate staff;
2. Organizing and maintaining files;
3. Typing and processing correspondence as needed;
4. Tracking all pending enforcement actions, alerting professional staff to approaching deadlines and/or other substantive requirements;
5. Recording and posting Board decisions as required;
6. Maintaining a master schedule for all Land Use work flow, noting deadlines, organizing work to meet legal time frames;
7. Assisting professional staff with research requests, including gathering land ownership documents, applicable Zoning or Planning decisions, relevant State laws, regulations, or decisions, Town ordinances, maps, site plans, and other information sources required to support the department, Zoning Board and/or Planning Board in making well informed decisions.

The Land Use Clerk will be cross-trained in the basic customer service requirements needed in the Zoning, Building and Planning functions in order to provide back-up as dictated by work flows and the priorities of the department.

Skills and Experience Required

1. Information technology literacy, including a high level of comfort using custom database programs with a graphical user interface, word processing, data entry into a variety of database formats, filing forms online, and basic electronic spreadsheet skills;
2. Ability to organize complex projects into scheduled work plans;
3. Exposure to customer service to the general public.

Skills and Experience Strongly Preferred

1. Demonstrated experience working with land use issues, including but not limited to research in land evidence records, working with site plans, exposure to the land development or residential construction industry, or a background in land regulation through government service at the State or municipal level. Candidates with directly relevant experience working in a planning or zoning department will be most strongly preferred with respect to this measurement of qualifications;
2. Knowledge of land use database systems from direct experience, especially Geographical Information Systems (GIS) mapping and related software/database systems and VISION municipal database systems;
3. Work in a logistics management office for a complex business where work planning and complex scheduling are the norm of daily operations;
4. High quality, detailed workplace references will be considered and given appropriate weight upon verification.

Job Demands and Employee Abilities

This is a clerical position with few physical demands or requirements. The employee will be required to sit or stand for long periods of time, from time to time. The employee needs to be able to focus on detail oriented tasks for prolonged periods of time. The abilities to see, hear, speak, and read both documents and maps are important for the position. The employee will deal with competing demands from various stakeholders, and must be able to manage stress and workload accordingly.

The Town of Tiverton is an Equal Opportunity Employer. Reasonable accommodations will be provided for the employee to meet job requirements as required by law.