



TOWN OF MILTON, VERMONT 05468-3205

TOWN MANAGER'S OFFICE • 43 BOMBARDIER ROAD • 802-893-6655 • FAX: 893-1005

EMPLOYMENT POSTING

Planning Assistant *or* Administrative Assistant THE OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

The Town of Milton, Vermont is seeking a qualified person to fill the position of **Planning Assistant *or* Administrative Assistant** in the **Office of Planning and Economic Development**.

This is a full-time position for one person or it may be filled by two part-time persons.

Facilitates the work of the department by performing a wide variety of administrative, clerical, receptionist, filing, writing, scheduling, and planning/zoning support duties in addition to special projects assigned by the Planning Director or his or her designee.

Work often involves public contact, communication and effective coordination with other Town departments and outside organizations. Work requires the exercise of judgment, initiative, and discretion based on knowledge of administrative or operating policies and procedures as well as a familiarity with all planning/zoning regulations. Specific direction for performance is required only for special assignments. Work is reviewed for achievement of desired results, adherence to policies and procedures, proficiency of computer skills, proficiency of written and verbal communication skills, and accuracy of advice given to public.

Starting annual (hourly) probationary rate is approximately \$ 26,730.27 (\$ 12.85 per hour) - \$ 28,050.70 (\$ 13.49 per hour) DOQ/DOE.

An Employment Application is available on the Town Website at www.milton.govoffice2.com or in the Town Manager's Office.

Those interested in this position are encouraged to complete an application and submit their resume to the Town Manager's Office. This position is open until filled. Equal Opportunity Employer.

Posted: March 22, 2007

TOWN OF MILTON
Job Description

Title: Planning Assistant

Date: July 9, 2004

Department: Planning & Zoning

Reports to: Planning Director

OVERVIEW OF POSITION

Facilitates the work of the department by performing a wide variety of administrative, clerical, receptionist, filing, writing, scheduling, and planning/zoning support duties in addition to special projects assigned by the Planning Director or his or her designee.

Work often involves public contact, communication and effective coordination with other Town departments and outside organizations. Work requires the exercise of judgment, initiative, and discretion based on knowledge of administrative or operating policies and procedures as well as a familiarity with all planning/zoning regulations. Specific direction for performance is required only for special assignments. Work is reviewed for achievement of desired results, adherence to policies and procedures, proficiency of computer skills, proficiency of written and verbal communication skills, and accuracy of advice given to public.

ESSENTIAL JOB FUNCTIONS

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive:

Responds to inquiries and complaints; handles routine matters and directs unusual matters to the Planning Director or an appropriate authority. Reviews all planning and zoning applications for content and completeness and provide technical advice to applicants and members of the public; records, numbers, and files all complete planning and zoning applications; and forwards complete applications to appropriate staff member.

Relieves a staff member of routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures and provides information on policies, programs and procedures when requested.

Prepares agendas, public notices, abutters' notices, and board meeting schedules, mailings, special reports, correspondence, and other materials. Creates calendar schedule for meeting dates and deadlines for placing public notice ads for public hearings in local newspaper. Prepares equipment and materials needed for board meetings for use by staff member attending meeting.

Develops office procedures, systems and forms under the supervision of the Planning Director.

Collects and accounts for fees for copies. Calculates fees for planning/zoning applications and directs applicants to the Town Clerk's office for payment of fees.

Researches, prepares, and types staff reports, special reports, correspondence, purchase orders, work orders, warrants, minutes, agendas, and other documentation as assigned by planning/zoning staff. Composes and types letters, memos, and notices for appropriate signature. Answers the telephone and directs the caller to the appropriate staff person.

Prepares formal legal notices, public notices, and correspondence files legal documents, and gathers official signatures necessary for certifications or other official records.

Maintains files including planning/zoning case records and board minutes, prepares payroll for processing to Finance Department, and maintains various employee records pertaining to payroll and time off.

Processes invoices for payment, and maintains financial records and prepares financial reports for Planning Director reference and/or approval.

Schedules appointments and meetings for planning/zoning staff resolving time conflicts when they arise. Acts as coordinator in the gathering of information and reports correlating them into a format suitable for further review by the Planning Director.

Operates a variety of office equipment and computer software.

Promotes and maintains responsive community relations.

Other duties as assigned by the Planning Director.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Requires a working knowledge of business operations, English, grammar, spelling, and vocabulary. Computer skills, including word processing and spreadsheet software applications. Requires the knowledge of and ability to operate modern office equipment. Ability to type accurately at a high rate of speed. Ability to communicate effectively, both orally and in writing, and to deal with public officials and the general public, and to effectively and accurately convey diverse and detailed information. A basic knowledge and operating ability of GIS/Arcview is desirable.

Education, Formal Training, & Experience:

Minimum Bachelors Degree in Business Management, Public Administration, or relate field preferred. May substitute four (4) years of work experience for education. Advanced courses or experience in office administration, secretarial science, time management, human relations, community planning, zoning, plan review, or related fields is desirable.

EQUIPMENT USED:

Telephone, personal computer, printer, typewriter, copier, color plotter, fax, calculator, cassette recorder, digital camera, and other typical office equipment.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

A typical office environment which requires sitting most of the day. The ability to move and position boxes of files which includes bending, pushing, pulling, reaching, and occasional lifting of up to 25 pounds. The ability to write and print legibly by hand. Some field work requires driving, walking, stooping, kneeling, bending, and climbing.

OTHER REQUIREMENTS

Must have or obtain and maintain a valid driver's license.

TOWN OF MILTON
Job Description

Title: Administrative Assistant II

Date: January 1, 2002

Department: Planning & Zoning

Reports to: Planning Director

OVERVIEW OF POSITION

Facilitates the work of the department by performing a wide variety of administrative, clerical, receptionist, and support duties in addition to special projects.

Work often involves public contact and effective coordination with other Town departments and outside organizations. Work requires the exercise of judgment, initiative, and discretion based on a knowledge of administrative or operating policies and procedures. Specific direction for performance is required only for special assignments. Work is reviewed for achievement of desired results and adherence to policies and procedures.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

Responds to inquiries and complaints; handles routine matters and directs unusual matters to superior or appropriate authority.

Relieves a superior of routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures and provides information on policies, programs and procedures.

Prepares agendas, special reports, correspondence, and other materials.

Develops office procedures, systems and forms, plans and lays out work for other clerical workers, and may supervise or direct the work of other office support personnel.

Collects and accounts for fees and charges, where applicable.

Type's correspondence, purchase orders, work orders, reports, warrants, minutes, agendas, and other documentation. Composes and types letters, memos, and notices for signature of superior.

Prepares formal legal notices and correspondence, records legal documents, as may be appropriate, and gathers official signatures necessary for certifications or other official records.

Maintains confidential files including personnel records, prepares payroll for processing to Finance Department, and maintains various employee records pertaining to leaves and other employee benefit information.

Schedules appointments and meetings, resolving conflicts when they arise, and acts as coordinator in the gathering of information and reports, correlating them into a format suitable for further review by Department Head.

Processes invoices for payment, and maintains financial records and prepares financial reports for Department Head reference and/or approval.

Operates a variety of office equipment, and may train other office support personnel in their proper use and care.

Promotes and maintains responsive community relations.

Other duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

Requires a working knowledge of business English, grammar, spelling, and vocabulary. Computer skills, including word processing and spreadsheet software applications. Requires the knowledge of and ability to operate modern office equipment. Ability to type accurately at a high rate of speed. Ability to communicate effectively, both orally and in writing, and to deal with the public officials, and the general public, and to effectively and discreetly convey information.

Education or Formal Training:

Associates Degree required. May substitute two (2) years of work experience for education.

Experience:

Two (2) years of work experience in secretarial or office support work required. Advanced courses in administration, secretarial science, management, human relations or a related field is desirable.

EQUIPMENT USED:

Telephone, personal computer, printer, typewriter, copier, fax, calculator and other typical office equipment.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

A typical office environment which requires sitting most of the day. The ability to move and position boxes of files which includes bending, pushing, pulling, reaching, and occasional lifting of up to 25 pounds.