

**Job Description: Non-Union Position
Town of Pembroke, Massachusetts**

Position Title

Planning Board Agent

Responsibilities

- Accepts, checks for accuracy and processes applications for variances, special permits, appeals and site plan approvals for the Planning Board
- Coordinate with developers appointments for scheduled meetings
- Prepares agenda for Planning Board meetings, advertises and posts agenda and notifies abutters of hearings when required; mails agendas prior to all meetings
- Constant communication is a paramount duty and obligation of the agent both with the Board specifically and with the public (i.e. Engineers, developers, attorneys, surveyors, other town boards) in general
- In addition to regular scheduled office hours the agent must be available weekends and evenings as needed by the Board.
- Attendance at site walks and note taking is mandatory
- Monitor subdivision and site plans from application through construction to final completion and acceptance
- Records meetings and promptly prepares record of proceedings of same according to Chapter 40A of the Massachusetts General Laws; from notes writes decisions of the Board or works with others writing complicated decisions, and drafts original correspondence for the Board
- Responds to inquiries from the public in person, on the phone and in writing concerning procedures and regulations of the Planning Board
- Assists the public with completion of applications
- Maintains filing system, prepares budgets and compiles required reports for the Board
- Prepares support and informational packets for Board members prior to public hearings
- Generate, transcribe and distribute all correspondence resulting from Board decisions at meetings to appropriate persons/Boards/Agencies
- Advertise for public hearings for Definitive Subdivisions, Site Plans, Center Protection District, changes to Rules and Regulations and amendments to Zoning by-laws
- Maintain accurate and comprehensive financial records
- Receive all plans from developers and review for completeness before accepting for action by the Board; distribute plans and receive notification
- Track all Subdivisions, Site Plans, Preliminaries, A forms, Center Protection Applications and any other time sensitive projects
- Attend all meetings, public hearings and Town meetings
- Be aware of the Boards concern noted in the particular subdivisions and site plans FINAL CONDITIONS referred to as “critical areas” and apprise the Board members when this work is scheduled to be performed
- Remain in constant contact with the Board’s appointed TOWN ENGINEER throughout the construction process
- Post notices of hearings with Town Clerk and notify abutters as applicable and tape all meetings

- Assist the public with inquiries into previous Board actions or recommendations
- Field complaints and inquiries and try to direct to proper authorities
- Send billing notices to developers tracking the record of each subdivision and site plan engineering account
- Keep records of all financial securities held by the Town for completion of the projects
- Track each line item account (Agent's salary, engineering revolving account, misc. expenses, legal expenses, computer expenses)
- Give official notice to appropriate parties concerning all changes in Board membership and after Reorganization of said Board make sure all signatures are on record with the Registry of Deeds
- Record changes to Rules and Regulations at Registry of Deeds

Job Environment

Normal office environment 8:30-4:30 M-F and Monday evenings from 7:00 on meeting nights

Supervision

Reports to Planning Board

Essential Function

Comprehensive managerial position requiring both office and field work

Recommended Minimum Requirements

Education and Experience

- Bachelor's degree in business or equivalent work experience is preferred
- Knowledge of municipal government
- Proficient computer skills including Microsoft Office

Knowledge, Abilities, and Skills

Knowledge

- Considerable experience in an office setting, including exposure to public contact.
- Familiarity with various town by-laws, State and Federal regulations pertaining to the Zoning By-laws, Planning Board regulations and land use related matters
- Knowledge of standard office principles and procedures.
- Knowledge of basic capabilities and functions of word processing applications software.
- Knowledge of principles of business English, grammar and punctuation.
- Knowledge of principles of telephone etiquette.

Abilities

- Ability to work independently
- The ability to follow standardized rules and procedures and to operate office machines
- The ability to analyze different and unrelated issues and choose the appropriate course of action from many alternatives.
- The ability to establish and maintain effective working relationships with those contacted in the course of work

Skills

- Good typing ability with moderate speed and excellent accuracy
- Good written and verbal communication skills, including competency in grammar, punctuation and spelling
- Skill in using general office equipment such as telephones multi-line telephone system, fax, duplicating machines, copiers, and computers.
- Skill in recording and retrieving general information.
- Skill in dealing effectively with the general public.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.