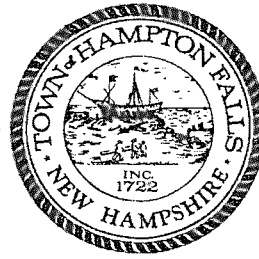


TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

Job Opening

PART TIME TOWN SECRETARY

The Town of Hampton Falls is accepting applications for part-time Town Secretary at the Town Hall, 1 Drinkwater Road, Hampton Falls, NH. The position is part-time up to 24 hours per week to include attendance at up to 4 night-time meetings per month. The work schedule is Monday through Thursday, 6 hours per day, 8:00 a.m. – 3:00 p.m. Applicants must demonstrate a high degree of proficiency in all aspects of office work (computer hardware and software (Microsoft Office) skills, office equipment, and verbal and written communications; ability to handle the public with courtesy and be trustworthy with confidential matters). Qualities include being a team player, positive attitude and an organized, good work ethic. Duties and responsibilities vary and include a variety of administrative office work such as research, assigned projects that include deadlines, etc. High school diploma, 5 years in the field, or equivalent combination of education and experience required. Applications are available on the Town's website at www.hamptonfalls.org under Employment Opportunities and in the Town Hall. Deadline for application submission is **July 26, 2017**. EOE.

07102017

JOB DESCRIPTION

Part Time Secretary

ENVIRONMENT: Inside 95% Outside 5%

JOB DESCRIPTION: Interacts with Town Administrator; department heads, board and committee chairpersons and uses discretion, tact and judgment in coordinating operations of the Town.

ACCOUNTABILITY: Reports to Town Administrator

EQUIPMENT USED: Computer, Copy and Facsimile machine; telephone, calculator.

SECRETARY TO TOWN ADMINISTRATOR

JOB SUMMARY: Interacts with Town Administrator; department heads, board and committee chairpersons and uses discretion, tact and judgment in coordinating operations of the Town.

DUTIES AND RESPONSIBILITIES: Provide primary administrative support to the Town Administrator, selectmen, and department heads with regard to administrative details such as scheduling meetings, composing and/or typing correspondence to include legal and confidential material, special projects, research work, general assistance and handling telephone calls.

Takes and prepares minutes of regular and non-public session meetings

Works as liaison between Town Administrator, Planning Board and ZBA.

Obtains annual reports from Department Heads, Boards and Committees, edits and coordinates for publication of annual town report.

Maintains office supply inventory and orders supplies as necessary, arranges maintenance services to office equipment, town hall needs, etc.

Coordinates, updates and maintains the Town web site, and preparation of the Town newsletter.

Responsible for the DocStar electronic filing system as well as arranging for hardware and software support for Town equipment.

Performs other related duties as required.

SECRETARY – PLANNING AND ZONING

JOB SUMMARY: Performs tasks in support of the operations of the Town Office and Planning and Zoning Boards.

ACCOUNTABILITY: Reports to Town Administrator and/or Chairman of Planning or Zoning Boards.

DUTIES AND RESPONSIBILITIES: Receive and give preliminary review to applications for permits and approvals for land use (e.g. subdivisions, site reviews, variances, wetlands permits, etc.) Processes mailings of certified notices for applications before the Planning Board and Zoning Board of Adjustment. Also serves as liaison to Building Inspector assisting with obtaining proper documentation for permits.

Establish and maintain land use board files, records of changes, amendments and ballot wording for ordinances, policies, procedures and rules.

Prepares, posts and files with Town Clerk wording for ballot questions pertaining to land use, as required by law and local ordinance.

Compile information and prepare land use board reports.

Maintain master file of land use boards' yearly activities.

Prepare, post, publish, and mail, as provided by law, rules and ordinances: agenda, board notices, member packets, reports, meetings, hearings, ballot language, and other required items, on deadline.

Set up meeting room and attend land use board meetings, to include land use committee meetings, if needed, take and prepare minutes.

Prepares security agreement, completes the recording of approved plan(s) and documents, and collects administrative and recording fees.

Maintains Planning Board and Zoning Board files and keeps complete records.

Coordinate registration of subdivision, site plan, lot line adjustment, etc. plats with Registry of Deeds, creates (binder) file documentation for use of Road Committee to include history, decisions, security agreements, deeds, and other documentation.

Effectively handle inquiries from the public, public and private organizations regarding land use and related matters.

Maintain an appropriate level of confidentiality regarding the records and operations of town boards and committees, work with counsel, coordinate meetings.

Make arithmetic calculations; prepares billings; processes receipts.

Attend to many items simultaneously and/or in sequence, meets deadlines.

Familiar with and executes safe work procedures associated with assigned work.

Performs other related duties as required.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or equivalent, OR any equivalent combination of education and experience.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: High School diploma or GED. Operational knowledge of computer hardware and software (Microsoft applications) and office machinery. Two years' experience in an office environment performing clerical work. Good typing skills. Familiarity with planning and zoning board operation preferred. Familiarity with state and local laws pertaining to planning and zoning. Ability to handle confidential matters in accordance with law. Must be available some evening work hours. Ability to work easily with the public, detail oriented, good at multi-tasking, comfortable supporting a team and possess a strong work ethic. Valid NH driver's license.

OTHER: Work harmoniously with elected and appointed officials, staff, the public, public agencies and their staffs, the media and private organizations. Work with and educate individuals and others complying with codes and regulations of the Town. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.

Explains, and provides guidance and direction regarding applicable codes to general public, architects, engineers, contractors, developers, and other interested parties.

PHYSICAL REQUIREMENTS:

Primary Physical Requirements: Sitting, standing, walking, lifting, carrying, reaching, pushing/pulling.

Other Physical Requirements: Reaching, bending, grasping, handling, fingering.

Work Surface(s): Standard office desk and chair; table; customer service counter, computer work station, carpet and vinyl flooring.

Hand Manipulation: Grasping, handling, torqueing, fingering.

Controls and Equipment: Computer; printer, calculator; telephone; copy and facsimile machines.

Cognitive and Sensory Requirements: Talking—necessary for communicating with others. Hearing—necessary for receiving information and instructions. Sight—necessary to do job effectively and correctly.

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NEW HAMPSHIRE 03844

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

NAME (print) _____ SS # _____

ADDRESS _____

TELEPHONE # _____ EMAIL _____

EMPLOYMENT DESIRED:

Position: _____ Date Available to Start: _____

Are you employed now? _____ If so, may we contact? _____ Phone # _____

Have you applied to the Town before? _____ When? _____ What Position: _____

EMPLOYMENT EXPERIENCE:

Employer

Job Description

Dates

<u>EDUCATION:</u>	<u>Name & Location of School</u>	<u>Years Attended</u>	<u>Date Graduated</u>	<u>Subjects Studied</u>
Grammar School				
High School				
College				
Trade/Business / Corres. School				

LAW VIOLATIONS:

List convictions within last five years, other than minor motor vehicle:

MILITARY EXPERIENCE:

Branch of Service

Rank

Year(s)

REFERENCES:

Name

Address

Phone #

ADDITIONAL INFORMATION/STATEMENT:

I hereby sign and acknowledge that all the information contained on this form is true and correct.

Date: _____

Applicant's Signature: _____