

Community Development Department

Final Staffing Structure

Community Development Director
Full-Time Position

Department Head
 Community Economic Development Work
 Financial Guarantee/Road Acceptance
 When Needed:
 Limited Code Enforcement Investigations & Actions
 Public Assistance on All Department Issues
 Assistance to All Boards
 Assistance to all Staff with Workload

Community Planner
Full Time Position

Planning Board Application Review
 Working with Planning Board Applicants
 Planning Board Assistance & Mtg Attendance
 Public Assistance on Planning Issues
 Limited Code Enforcement Investigations & Actions
 Public Assistance on Code Enforcement Issues
 Regulation & Ordinance Drafting
 Land Use Plans/Studies Devp & Implementation

Building Inspector
Full-Time Position

Review/Approve Bldg, Electrical, Plumbing, Septic, Well, &
 all other Construction Applications
 Building Inspections
 Deputy Health Officer
 Child Care and Forster Home Inspections
 Public assistance on building permit & construction issues

Code Enforcement & ZBA Administrator
30 Hour/Week Position

Review all ZBA Applications & Process for ZBA Actions
 ZBA Mtg Attendance & Board Assistance
 Code Enforcement Investigations & Actions
 Public Assistance on ZBA & Code Enforcement Issues
 Fence, Sign, and Minor Watershed Application Processing
 Floodplain Certification and Information

Planning Administrative Assistant
20 Hour/ Week Position

Planning Board mtg Packets
 Tracks & Manages all Planning Board
 Escrow Accounts and Bonds/Financial
 Guarantees
 Tracks and Manages Impact Fees
 Manages Planning Board Case files
 Does all legal postings for Planning
 Board mtgs & hearings
 Answers Phones
 Assists Public at Counter
 Admin assistance for Economic Devp

Department Secretary
20 Hour/ Week Position

Manages non-PB & ZBA property files
 Inputs Permits Issues and
 Inspections Completed into MUNIS
 Manages Dept Finances: daily
 deposits, invoices, and payroll
 Answers phones
 Assists Public at Counter
 Coordinates Dept mtg rm schedule
 Manages public postings and material

ZBA/Con Com Administrative Assistant
20 Hour/ Week Position

Manages ZBA Case files
 Manages all CC files, including Town
 conservation properties
 ZBA meeting packets
 CC meeting packets
 Answers Phones
 Assists Public at Counter
 Legal postings for ZBA & CC
 mtgs/hearings

Minute Taker
Part-Time Position

Attends PB and ZBA meetings
 Prepares PB & ZBA Meeting Minutes
 (Draft & Approved)
 Coordinates with Admin Assistants for
 Posting & Distribution on minutes