

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title:	Land Use Coordinator/ Land Use Administrative Officer
Department:	Building
Appointing Authority:	Town Administrator in consultation with Building Commissioner
Affiliation:	AFSCME 1
Grade:	G-6
Personnel Board Approved:	12/10/2021

Summary of Duties

The Land Use Coordinator is responsible the Building permit process and coordinating Land Use departments (Building, Planning, Health and Conservation). Supports the Land Use groups on a variety of land use issues including but not limited to permit flow processes, administration of land use permit applications, and centralization of land use functions. Facilitates Land Use group meetings on various projects and more complicated permit applications. Provides highly responsible technical and office duties to the Building department. Serves as the primary contact with the general public concerning land use matters. Attends and participates in meetings as assigned at the discretion of the Town Administrator.

Provides website updates and building regulation updates as needed. Prepares agenda items. Attends hearings, seminars and workshops in order to keep abreast of land use planning issues and requirements. Attends meeting of appointed boards or committees as necessary.

Supervision Received

Reports to the Town Administrator and works under general management of the Building Commissioner.

Works independently, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; refers technical questions to supervisor.

Performs a variety of responsible, comprehensive functions of an administrative and technical nature, requiring a high level of judgment and initiative, and the ability to interpret guidelines and carry out assignments independently. Exercises considerable judgment in responding to inquiries from the general public and managing workload and assignments.

Supervision Exercised

None

Job Environment

Performs work under typical office conditions; work environment is moderately noisy.

Operates computers and standard office equipment, including typewriter, telephone, facsimile machine, copy machine, laminator and reproduction equipment (i.e., blueprints, scanning, etc.).

Has constant contact with the general public to provide information regarding all permits, inspections, requirements, zoning, etc. Makes frequent contacts with other town boards and departments. Contact is in person, by telephone, and in writing (letters and e-mail).

Errors could result in confusion, delay or loss of services, significant monetary loss, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Is responsible for assisting in the efficient operation of the Land Use group through the performance of various administrative functions, including, but not limited to, typing, data entry, answering the phone, taking messages and maintaining filing system; composes correspondence and prepares reports relating to permits, permitting software and projects, for approval by supervisor.

Publicizes and provides information on Land Use and Building Department rules and regulations.

Provides a level of technical information to residents and professionals regarding Town of Wayland Zoning bylaws and Building Department Policies and procedures.

Provides the public with access to all Land Use and Building Department files; interprets some information on plans; retrieves information as required; makes copies and maintains extensive filing system.

Handles all Land Use and permitting inquiries and makes referrals to proper resource, when necessary.

Accepts applications and fees for building and zoning permits; records all plans submitted for review and enters all data into computer database.

Notifies, schedules and publishes all necessary paperwork and fees for renewal of these permits.

Maintains records of the status of all permit and zoning applications, plans, inspections, hearings, decisions and interpretation of all department materials; tracks Certificates of Occupancy, permits (building, plumbing, gas and electric), complaints and zoning decisions.

Prepares, notifies, collects fees, schedules and mails documents for periodic state inspections for all establishments such as, multi-family dwellings, restaurants, daycare, churches, liquor stores, nursing homes, schools, camps and other places of assembly; prepares Certificate of Inspection once the establishment has passed inspection for signature and mails.

Prepares and submits monthly forms to government and state agencies reporting values and category breakdowns of building permits issued for each month (These forms are necessary for governmental aid reimbursement to the Town.)

Assists the Building Commissioner in the preparation of bids, budget information, and annual reports; verifies discrepancies and checks accuracy of monthly budget reports received/submitted from/to Accounting Supervisor.

Assists in the administration and maintenance of the Building Department's and Zoning Board of Appeals' web pages.

Oversees the day-to-day administration of the office in the absence of the Director.

Performs similar or related work as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's degree in a related field of endeavor preferred. Masters in Public Administration a plus.

Experience:

Over three (3) years of experience in complex administrative work and document management; Customer service delivery preferred; Municipal experience preferred; related computer experience a plus.

Substitution:

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Knowledge of standard office practices, procedures and equipment.

Knowledge of standard account maintenance in support of the department; ability to prepare reports and correspondence.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Working knowledge or ability to learn department based programs and databases.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate board, office and staff functions.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

Physical Requirements

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to stand and walk for extended periods of time; ability to sit and talk and listen or hear; ability to reach with hands and arms, and stoop, kneel, crouch or crawl.

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.