



Michael D. Yunits
Town Manager

TOWN OF NORTON

MUNICIPAL CENTER

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EMPLOYMENT OPPORTUNITY

PART-TIME PLANNING/ZONING DEPARTMENT SECRETARY

The Town of Norton currently has a vacancy in the Part-Time Planning/Zoning Department Secretary position (18 Hours/Week). The Salary Range as Per Contract is \$16.83 - \$21.83. The Zoning Board of Appeals Clerk position involves evening work hours.

Please mail cover letter, employment application, and resume to Michael D. Yunits, Town Manager, Norton Municipal Center, 70 East Main Street, Norton, MA 02766. Employment application and a complete job description are available at: www.nortonma.org. Applications will be accepted until the positions are filled.

Publish: Sun Chronicle (03/23/18)

Post: Town Hall Bulletin Board (03/20/18)
Town Web Site (www.nortonma.org)

pc: Zoning Board of Appeals
Planning/Economic Development Director
Board of Selectmen
Town Clerk

TOWN OF NORTON

Part-Time Secretary Job Description
Planning/Zoning Secretary

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APPOINTING AUTHORITY: Town Manager.

SUPERVISION: Works under the general supervision of the Planning and Economic Development Director and the Zoning Board of Appeals.

RATE OF PAY: As per Collective Bargaining Agreement.

HOURS OF WORK: 18 hours/week; days and hours of work may vary from time to time.

GENERAL:

- Provides clerical support of a complex and responsible nature.
- Works independently, generally setting own daily work plan.
- Ensures professional, confidential, and efficient operation of the department in an environment with frequent interruptions.
- Conducts all public contacts in a courteous, positive, service-oriented, and informative manner.
- Must be detail oriented and possess strong organizational skills, technology skills, and the ability to independently prioritize, coordinate, and monitor the workload.
- Makes frequent contact with and maintains harmonious relationships with officials, employees, and those contacted in the course of work, requiring good written and oral communication skills, discretion, and the ability to work well with others.
- Performs duties as assigned, including but not limited to the department's routine clerical/office duties, payroll, turnovers, and ordering supplies, requiring the monitoring of monthly expenditures relative to the budgets.
- Accepts and processes applications, files documentation with Town Clerk, and distributes to Town Staff as needed.
- Ensures that all meetings, agendas, hearings, notices, and decisions are posted and processed properly.
- Maintains databases.
- Updates Social Media and Web pages.
- Prepares annual reports.
- Proficient knowledge of computers, including Word, Excel, Office, Adobe, Outlook and Internet; proficiency in PowerPoint and Google Documents preferred.
- Must pass CORI and possess a valid Driver's license.

ADDITIONAL DUTIES

- Acts as primary staff contact to the Zoning Board of Appeals.
- Attends meetings of the Zoning Board of Appeals; drafts and processes minutes of the Zoning Board of Appeals.
- Any other duties assigned by the Director of Planning and Economic Development.

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MINIMUM QUALIFICATIONS:

- *Education:* High school diploma; college or post-secondary school preferred.
- *Experience:* Three (3) years of experience in general clerical and secretarial work, with planning/zoning experience as highest preference, followed by municipal experience preferred; related experience in bookkeeping and computers.
- *Substitutions:* Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

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 hear, walk, stand, stoop, kneel, crouch, reach, and sit. May be required to push, lift, or carry objects weighing up to 30 pounds.