



Town of Williamstown
Department of Community Development
Community Development Assistant Job Description

Starting Salary: \$45,000-\$50,000/year

Definition

The Community Development Assistant is responsible for supporting the operations of the Community Development Department including Board of Health, Building & Inspection Officials, Director/Planner, and appointed and elected land use boards; all other related work, as required. Provides occasional evening meeting support for various boards and committees as needed. The position also provides support for other departments as needed.

Supervision

Works under the direct supervision of the Community Development Director.

Job Environment

The position has regular contact with the general public requiring tact and sensitivity. Able to follow instructions and cooperate with colleagues, residents, and business owners.

This position is comp time eligible. The Community Development Assistant reports directly to the Director of Community Development.

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.

- Provides front-end customer service functions including answering and directing phone calls and walk-in traffic.
- Assists in maintaining department schedules.
- Processes and ensures accuracy of various documents including various applications and other permit-related forms.
- Calculates and takes in fee payment as dictated by the current fee schedule.
- Records and tracks deposits of fees and payables to the Town Treasurer and Accountant.
- Assists with organizing the annual budget.
- Serves as the department's records clerk and maintains an orderly and easily searchable hard copy and digital database of property records; assists members of the public in accessing such records.
- Serves as back-end administrator for the Town's cloud-based permitting website.
- Maintains department supplies and equipment maintenance contracts.

- Maintains vital records for land use boards including meeting minutes, issuance of permits, and mailings, posting, and advertisements for public meetings and hearings.
- Assists in the management of department grants and other projects.

Required & Recommended Minimum Qualifications

Education and Experience

High School diploma and two to three years of administrative or clerical experience, or equivalent combinations of education and experience. Associate degree or higher preferred.

Special Requirements

Applicant must possess a valid driver's license.

Applicant must use a customer service-oriented approach to dealing with the public. Knowledge, comfort, and familiarity with Windows and web cloud-based applications. Strong attention to detail, accuracy, and a high level of discretion are essential.

Physical Requirements

Most work is done in an office setting and requires minimal physical effort. The applicant must be able to operate general office equipment, such as a computer, printer, copy machine, and telephone.

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