

**Town of Preston, CT
Job Description**

Job Title	Administrative Floater – First Selectperson, Planning, Inland Wetlands, Building, Zoning and Parks & Recreation offices
Department	Selectperson’s office
Category	Full-time
FSLA	Non-Exempt
Pay Grade	
Report to:	First Selectperson or Department Heads as designated
Supervises:	None

Position Summary/Purpose:

The purposes of the position are to support and provide backup to administrative positions in the following offices: First Selectperson’s office, Land Use Offices (Building, Zoning, Planning Inland Wetlands) and Parks & Recreation. The work involves attention to details to maintain accurate records, answer customer inquiries and refer questions or issues to appropriate people. The position will be assigned to some primary departments and be assigned to secondary department if time permits. The Administrative Floater – First Selectperson, Planning, Inland Wetlands, Building, Zoning and Parks & Recreation Offices is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Typical tasks include answering calls responding to mail or serving the public over the counter, making appointments; taking messages, entering data into appropriate data bases; receiving, recording and forwarding fees; assisting the public with accessing information on Town Computers, making copies of document and maps, scanning documents, filing; maintaining files in vaults and organizing materials for other staff.
- Typing letters, agendas, lists, gathering documents for meetings, developing spreadsheets as directed, assisting department with reports, ordering office supplies as needed and processing invoices
- The Administrative Floater may identify and suggest projects to the First Selectperson or relevant Department Heads based on observation of the workflow, volume of calls, pending filing, etc.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed and accidents are reported immediately.
- Perform similar or related work as required, directed or as situation dictates.

- Continue training and professional development; keeping current with trends. The Town will support employees to attend various training for positions listed.
- Assist other department staff as needed to promote a team effort to serve the public.
- Has access to confidential information and must maintain confidentiality in all interactions.

First Selectperson's Office

- Draft correspondence and proclamations; prepare agendas and notices, post agendas, legal notices as directed.
- Act as a point of contact with people visiting the First Selectperson's Office/Town Hall; assist residents with forms and general information.
- Assist with processing accounts payable; entering purchase orders, reviewing invoices, auditing all aspects of accounts payable, reconciling account and ensure it is coded to the correct account.
- Assist the First Selectperson and Department Heads with recruitment process, placing advertisement, collection resumes/applications, calling candidates for interviews, sending email/letter to those not selected, etc.

Building & Zoning Office

- Receive applications for Zoning Board of Appeals; ensure that completeness and signoffs are ready for a meeting. Prepare ZBA agenda and post notices.
- Receive building permits and fees (including electrical, mechanical, etc.), review for completeness and calculate cost and prepare for the Building Official to review.
- Assist customers with simple building and zoning questions; assist customers with information about ZBA meetings and various building permits; maintain excel spread sheet of applications and permits.
- Maintain files for all building permits for easy access by all land use staff

Planning & Inland Wetlands Office & Conservation and Agricultural Commission

- Maintain excel spread sheet of applications and permits and understand the various purpose of the various land use application types
- Receive and process land use applications for monthly Planning & Zoning Commission and Inland Wetlands Watercourses Commission to ensure the required materials are provided by the applicant as listed on the various land use applications. Maintain application files and public hearing records as applicable
- Assist with preparation of agendas and packets for meetings, post agendas with Town Clerk and Website Manager.
- Collect and track land use application fees and prepare transmittal slips to the Town Treasurer.
- Maintain excel spread sheets for tracking all required consulting fees, legal notice fees and open space fees. Process all such fees received from applicants and transmit to the town treasurer.

Parks & Recreation Office

- Assist with registration process, scheduling and coordination for various parks and recreation programs, community events and summer camp programs. Maintain a record of all participants for each separate program .
- Schedule and reserve park facilities and rentals
- Collect fees as appropriate for each of the various programs, maintain record or spreadsheet of all fees collected.

- Assist Director with preparing supplies and equipment for various programs. May include staffing a program at the park or other location and on evenings or weekends.
- Mandated Reporter

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Degree or diploma with two years of business, accounts payable, or municipal experience. Real estate. Land Use or banking experience, paralegal experience, customer service and computer experience desired; or any equivalent combination of education, training and work experience. Town Hall/Municipal experience preferred.

Special Requirements: Acquire Notary License and CPR First Aid certification within 6 months of appointment.

Knowledge, Ability and Skill:

- Good knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, databases, electronic mail and information technology to provide for effective records maintenance
- Have or obtain thorough knowledge of and the ability to interpret State laws and knowledge of practices and techniques and technology utilized in public records management
- Knowledge of computer systems and web sites and ability to use data processing applications as they relate to the functions of the various offices
- Ability to learn about all the different offices mentioned in essential functions
- Ability to read maps and use GIS programs
- Ability to prioritize assignment to meet established deadlines and deal with diverse and varied details
- Ability to deal effectively with the public, attorneys, real estate agents, developers, contractors, vendors, elected officials and state and federal officials and other municipal staff
- Ability to handle details, arithmetic calculations, to prepare reports and work independently
- Excellent verbal and written communication skills, aptitude for working with paperwork and details
- Ability to be flexible with assignments and interested in diverse projects
- Skill in using the mentioned office equipment

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day from the general public via phone or in person, and sometimes to deal with citizens' issue and problems. May be required to work in a vault or at Park or other location.

Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment and special equipment such as a map copier, postage machine and cash register.

Makes constant and periodic contact with municipal departments, state agencies, attorneys, title searches, real estate agents, contractors, developers, vendors, elected official and the general public. Communication is frequently in person, by telephone, fax, email, mail and in writing. Contacts require confident presence and calm demeanor.

May have access to confidential information such as, contracts and employee information. Needs to maintain confidentiality as directed.

Errors in judgment or omissions could result in delay in service or rework, monetary loss and legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling	X			
Bending, pulling, pushing			X	
Other-Moving from Sitting to Standing			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)