

TOWN OF ACWORTH

P.O. Box 37
Acworth, NH 03601

Planning Board



Phone: 603-835-6879
Email: townoff@sover.net

PLANNING BOARD ADMINISTRATIVE ASSISTANT

SUMMARY

To assist the Planning Board in a variety of administrative support duties. Work requires knowledge of Town regulations and procedures and ability to communicate to the public.

SUPERVISION

Works under supervision of the Planning Board. Performs regular duties on own initiative.

DUTIES

1. Attends Planning Board meetings and hearings and organizes agendas and backup material. Posts and publishes notices as required by law or ordinance. Provides input at meetings as needed and records, distributes and files meeting minutes.
2. Works with Town Administrator to organize and maintain Planning Board files particularly those of long term legal significance including subdivisions and excavation sites.
3. Acts as liaison with other Town departments as needed.
4. Returns telephone inquiries which relate to Planning Board business.

SKILLS

1. Knowledge of Town regulations and State processes which effect Planning Board business.
2. Ability to organize and communicate information, to prepare effective correspondence and to maintain records in an orderly fashion.