

**Town of Halifax, Massachusetts
Draft Job Description**

Position Title:	Secretary 2 (Regulatory)	Grade Level:	
Department	Building (Regulatory Board)	Date:	
Reports to:	Building Commissioner	FLSA Status	

Statement of Duties: The employee is responsible for the provision of administrative and clerical services in support of the Building Department, Conservation Commission, Planning Board, staff serves as well as a back-up to the Regulatory Board staff. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Building Commissioner, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: The employee as a regular part of the job is not required to regularly supervise other town employees.

Confidentiality: The employee has regular access to confidential information such as department records, law suits, criminal records and official personnel files that is obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, monetary loss, law suits, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours in order to attend evening meetings of either the Conservation Commission or the Planning and Zoning Board.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures,

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regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contact is with representatives of other town departments, state agencies, vendors doing business with the department, utility company representatives, as well as local and/or state officials, local board/committee members. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative/uninformed persons.

Occupational Risk: Exposure to occupational risks is similar to that found in a municipal office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Responsible for the performance of a wide range of clerical and administrative services including but not limited to answering the department telephone; trouble shooting vendor invoice discrepancies to ensure accuracy of bills, schedules appointments and inspections department staff, prepares correspondence, prepare and post meeting notices, preparation of the department's payroll, greets customers at a counter, on the telephone, or via email; schedules appointments for staff, filing and sorting of papers and documents etc.

Conduct research and answers inquiries for the Zoning, and Planning Boards, Conservation Commission, and Building department.

Records, compiles, transcribe and distributes minutes of meetings.

Collects and submits permit fees collected to the Town Treasurer; tracks and maintains the expense accounts for the Department, Conservation Commission, and the Planning Board.

Tracks and balances the payroll account for the Inspectional and Regulatory staff.

Maintains electronic and hard copy department files.

Prepares annual inventory for the Building Department, Regulatory Staff and the Planning Board.

Maintains, tracks and coordinates procedures for the Regulatory Board.

Will track and coordinate building permits in process with other Town offices.

Coordinates and schedules certification and classes for continuing education.

Provides support to the Administrative Assistant in the Building Department as requested.

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Recommended Minimum Qualifications:

Education and Experience: High School diploma or an apprentice level of trade knowledge; a minimum of one to three (1-3) years related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations including the Wetlands Protection Act and CMR 310 that are pertinent to position functions. Knowledge of office software (word processing, database management, and spread sheet applications) and the Internet in support of department operations. Working knowledge of office procedures and computer operations. Knowledgeable in all aspects of municipal budget accounting and standard operating practices. Knowledge of Massachusetts regulations for completing departmental paperwork. Working knowledge of the State Procurement and Open Meeting Law.

Abilities: Ability to work independently and to interact effectively with disgruntled members of the public, local officials and other department personnel; ability to perform multiple tasks and maintain confidential information. Ability to manage multiple tasks in a detailed and organized manner. Ability to communicate effectively and tactfully, both orally and in writing, with local residents, department employees and officials, other town employees, sales representatives, and outside business professionals. Ability to cope with new and/or complicated situations. Ability to be a self-starter, work with numbers, analyze and interpret technical data as well as to work with highly sensitive information. Ability to read and interpret construction drawings or blue prints. Ability to conduct independent research, prepare grant applications, and to prepare detailed, accurate reports.

Skills: Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet, and data base management applications; proficient business mathematical and spelling skills, recordkeeping, keyboarding and customer service skills; proficient written and oral communication skills. Effective organizational skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office

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equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, filing, and sorting of papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.