

Township of Livingston JOB POSTING

ADMINISTRATIVE ASSISTANT

Planning, Land Use

POSTING DATE: June 2017

APPLICATION DEADLINE: July 23, 2017

DATE POSITION WILL BECOME AVAILABLE: Immediately

CONTACT Interested candidates may submit a Township application, cover letter, resume, and salary requirement via email to “employment@livingstonnj.org”. Please include the position title in the subject line.

Applications may also be:

Faxed:
(973) 992-7531

Mailed:
Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT / PLANNING ASSISTANT
DEPARTMENT: Planning
REPORTS TO: Land Use Administrator
GRADE LEVEL: 6
STATUS: F/T, Regular, Non-exempt
HOURS/WEEK: 35 hours/week, M-F 8:30am – 4:30pm
May require attendance at evening meetings 1-2 times per month

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. **SUMMARY**

Performs difficult skilled clerical and responsible administrative work in the performance of a variety of clerical and administrative tasks in support of Land Use Administration and the Zoning and Planning Boards for the Township of Livingston. Performs related work as required.

Work is performed under general supervision of the Land Use Administrator.

2. **SUPERVISORY RESPONSIBILITIES**

N/A

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Requires attendance at evening meetings on occasion
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently required to stand, walk, talk, hear, sit, and balance.
- Frequently must lift, move and carry up to 5 pounds and occasionally up to 10 pounds.

4. **ESSENTIAL FUNCTIONS**

The 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 this position.

- Provides moderately technical or complex information on Board procedures to customers; conveys messages to supervisor and staff, and schedules appointments.

- Answers inquiries and other special requests for information according to local regulations and Municipal Land Use Law.
 - Explains Board procedures to the public and assists residents, attorneys, and developers during the application process.
 - Receives, and determines administrative completeness of applications.
 - Answers questions and responds to inquiries or complaints on operations, policies, procedures and some technical items.
 - Screens telephone calls and greets visitors, ascertains nature of business, and directs them to the proper person.
 - Answers inquiries and other special requests for information according to local regulations and Municipal Land Use Law.
 - Explains Board procedures to the public and assists residents, attorneys, and developers during the application process.
 - Receives, and determines administrative completeness of applications.
 - Work effectively with Township staff, Boards, and the public through high degree of written and oral communication
- Attend Board Meetings.
 - Initially, employee will attend Board meetings to familiarize themselves with the overall functions of the Boards and to learn the needs of the Land Use Administrator in preparing for the specific meetings.
 - Attends meetings in the absence of the Land Use Administrator or at the Land Use Administrator's direction.
 - Employee shall attend a minimum of six (6) meetings initially, followed by a minimum of six or more each year for which the employee will be paid for the additional hours worked.
 - Sets up for each meeting; utilizes various types of electronic and/or manual recording and information systems to record Board meetings.
 - Maintains office files and essential records/files for Boards in a comprehensive and accurate file system.
- Provides administrative and secretarial support to the Land Use Administrator and additional office personnel as needed.
 - Screens telephone calls and greets visitors, ascertains nature of business, and directs them to the proper person.
 - Prepares agendas, meeting minutes' template, and packets for meetings.
 - Prepares meeting minutes from notes, recordings and transcripts, publishes and distributes.
 - Prepares and types letters, reports, and other documents.
 - Makes computer entries and generates reports.
 - Prepares responses to routine correspondence, and may prepare correspondence for the Boards.
 - Processes billing, application escrows, requisitions, purchase orders and vouchers.
 - Maintains office files and essential records/files for Boards.
 - Collects and records fees.
 - Maintains office supplies.
- Performs other duties as assigned by management.

5. **KNOWLEDGE, SKILLS AND ABILITIES**

- Technical Competencies
 - Strong computer skills in word processing, spreadsheets, and databases, specifically Windows XP, MS Office Suite (Word, Excel, and Powerpoint) and the ability to learn new software.
 - Thorough knowledge of the procedures and regulations related to the work of the Board of Adjustment and Planning Board including the provisions of the local planning and zoning ordinances.
 - Ability to read and understand surveys and site plans.
 - Thorough knowledge of general office practices, procedures, equipment and secretarial techniques.
 - Thorough knowledge of business English, spelling and arithmetic.
 - Ability to prepare accurate minutes, correspondence on routine matters, keep office records and to prepare accurate reports from file sources.

- Organizational and Interpersonal Communications
 - Ability to multi-task and prioritize equally important ongoing work and to perform work independently.
 - Attention to detail and accuracy is required.
 - Ability to work through public relations problems courteously and tactfully.
 - Excellent verbal and written skills.
 - Excellent customer service skills including a pleasant phone voice and the ability to express a willingness to assist others and to provide a positive experience when working with the public.
 - Ability to always portray the Township in a positive way.
 - Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
 - Ability to establish and maintain effective working relationships with co-workers, supervisors, officials, and the general public.

6. **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

Education/Experience: Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, office management or related field and a minimum of three (3) years of experience in secretarial work, preferably in land use, construction or zoning. Previous knowledge pertaining to the work of the Planning and Zoning Boards preferred.

Licensing &/or Certifications: Must obtain Rutgers' Planning Board/Zoning Board Secretary Designation Certification within 1 year

Special Requirements: May require a driver's license valid in the state of New Jersey.