

Job Description- Land Use Administrator

The Town of Newmarket has an immediate opening for a Land Use Assistant. This is a full-time support position requiring the ability to quickly gain a working knowledge of local land use and state building code regulations. The job would incorporate the duties of an administrative assistant as well as the duties of an assistant code enforcement officer and an assistant planner.

- Review permit applications for completeness
- Review Zoning Board of Adjustment applications for completeness
- Review Planning Board applications for completeness
- Assist the building official with the issuance of plumbing, electrical, gas, and mechanical permits
- Receive and process payments
- Assist the public in scheduling meetings and inspections
- Assist the public in submitting applications
- Maintain the filing system
- Assist the Zoning Administrator with the public noticing of meetings and the creation of agendas.
- Assist the Zoning Administrator with completing staff reports
- Assist the Planning and Community Development Director with the public noticing of meetings and the creation of agendas.
- Assist the Planning and Community Development Director with completing staff reports.
- Maintain the Planning Board and Zoning Board of Adjustment webpages with current and up-to-date information
- Assist the Code Enforcement Officer and Local Health Officer in the processing and prosecution of complaints and code/health violations
- Any other duties as assigned

Qualifications

- Knowledge of zoning ordinances
- Knowledge of the state building code and state statutes related to land use.
- Knowledge of Zoning Board of Adjustment procedures
- Knowledge of Planning Board procedures
- Knowledge of filing systems
- Ability to utilize technology including computer and cloud-based applications
- Ability to create and maintain spreadsheets for tracking permit applications and other land use data.
- Ability to create clear and concise written communications
- Ability to deliver clear and concise verbal communications

Salary is dependent upon experience and qualifications. The salary range for this position is \$50,000 to \$60,000 and includes competitive health and dental benefits,

paid holidays, vacation, and sick leave. The Town of Newmarket is an Equal Opportunity Employer and qualifies under the Public Student Loan Forgiveness program. Please send a cover letter, resume, and list of references to: Bart McDonough, Director of Planning and Community Development, 186 Main Street, Newmarket, New Hampshire 03857 or email to bmcdonough@newmarketnh.gov