



## **TOWN OF ASHLAND LAND USE BOARDS**

Ashland Planning Board  
Ashland Zoning Board of Adjustment

### **LAND USE BOARDS ASSISTANT**

#### **JOB OVERVIEW**

- Serves as an assistant to the Ashland Planning Board and Ashland Zoning Board of Adjustment. Also provides assistance to the Conservation Commission as necessary.
- Hired by both the Town's Planning Board and Zoning Board of Adjustment (NH RSA 673:16, I) and approved by the Board of Selectmen as a Town employee.

#### **JOB DUTIES**

- Attends Planning Board and Zoning Board of Adjustment meetings as needed
- Explains land use process and provides assistance to applicants
- Reviews all applications for completeness
- Prepares all notices and postings as required (abutters, public, newspaper)
- Maintains tracking sheet and files for all applications
- Prepares agendas, as directed by Chairmen or other Board members
- Prepares packet of information and distributes to Board members in advance of meetings
- Prepares Notices of Decisions
- Handles both Boards' correspondence
- Provides legislation updates to both Boards
- Researches zoning and regulation issues

#### **JOB REQUIREMENTS:**

- 12-hour per month commitment for the Planning Board
- 6-hour per month commitment to the Zoning Board of Adjustment
- Proficient in both Word and Excel or other related computer programs
- Proficient in written and verbal communication
- Experience with land use laws, regulations, and processes in a municipal setting
- Attend NH Office of Strategic Initiatives (OSI) or NH Municipal Association (NHMA) land use workshops at least annually