



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

TO APPLY:

Pay to commensurate with experience.

Please submit a cover letter, and resume to the Town of Ashland Attn: Marissah Gallien, Finance Director at P.O. Box 517, Ashland, NH 03217, or email to Finance@Ashland.NH.Gov

Applications will be accepted until the position is filled

Town of Ashland is an Equal Opportunity Employer.