



# TOWN OF HOPKINTON

## HUMAN RESOURCES DEPARTMENT

TOWN HALL  
18 MAIN STREET HOPKINTON, MASSACHUSETTS 01748

MARIA CASEY  
Human Resources Director

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<b>Position Title:</b> Land Use Administrative Assistant	<b>Grade:</b> 2	<b>Previous Rev Date:</b>
<b>Reports To:</b> Director of Land Use and Town Operations	<b>Department:</b> Land Use, Planning and Permitting	<b>Current Rev Date:</b>
<b>Union Position:</b> No	<b>HRS/Week:</b> 40	

### Position Summary:

Under the direction of the Director of Land Use and Town Operations, the Administrative Assistant will provide administrative and clerical support to the Land Use Department and the Community Preservation Committee.

### Principal Responsibilities:

Administrative responsibilities will include but are not limited to, the posting of notices, creating agendas, transcribing and processing minutes for the Community Preservation Committee (CPC) (which include evening meetings); maintaining CPC files and responsible for all record keeping activities for the CPC; drafting correspondence to include letters, email, memoranda and verbal communication between the members of the CPC and other town departments, boards and the general public. Also responsible for responding to inquiries via walk-in, phone or email as they relate to CPC issues, and/or refers to CPC members as necessary; Processing of invoices, monitoring account balances of CPC funding articles, maintaining spreadsheets, and following up with project principals, vendors and Town Finance department. Provides administrative support to the Land Use Department, including the processing of permit applications, answers questions from applicants and the public, prepares correspondence, hearing notices, and schedules inspections. Processes incoming and outgoing mail.

### Required Experience, Skills, Knowledge and Abilities:

Must be proficient with the use of MS Office Suite, especially Word and Excel, and must also have excellent verbal and written communication skills; exceptional organizational skills are a must. This position will have considerable interaction with the public and the ability to handle multiple projects, meet multiple deadlines simultaneously, while managing a dual reporting structure is required. Strong attention to details and a high level of customer service support are essential.

**Qualifications:** Three (3) to five (5) years experience. An equivalent combination of education and experience may be considered.

**Education, Training, Special Licensure/Certification Requirements:**

High School Degree or equivalent with an Associate in Business Administration or a related field. Advanced clerical training or certification is preferred. Training in MS Word and Excel is required.

**Contacts (boards & committees, vendors, general public, etc.):**

Boards & Committees, Vendors, General Public, other employees.

**Supervisory Responsibility (Include Positions Supervised):**

May occasionally supervise Tax Credit Program participant or intern.

**Responsibility for Operating Budget:** No.

**Primary Physical Requirements:**

Primary Physical Requirements

LIFT up to 10 lbs.: F

LIFT 10 to 50 lbs.: O

LIFT over 50 lbs.: R

CARRY up to 10 lbs.: F

CARRY 10 to 50 lbs.: O

CARRY over 50 lbs.: R

Other Physical Considerations

Twisting: F

Bending: F

Squatting: O

Kneeling: F

Crouching: O

PUSH/PULL: O

DURING AN 8 HOUR DAY,  
EMPLOYEE IS REQUIRED TO:

WORK SURFACE(S)

Example: Desktop, Computer table, stationary & rolling chair. Wood, carpeted & linoleum floors. Stairs & elevator.

<u>Consecutive Hours</u>	<u>Total Hours</u> 8
<u>Sit:</u> 6	
<u>Stand:</u> 1	
<u>Walk:</u> 1	

Summary of Occupational Exposures:

Ink, toner, cleaning products, dust

Environment:

**Inside:** Standard Office Environment

**Outside:** N/A

Note: The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.