

POSITION DESCRIPTION

City of Brewer

Class Title: Planner I / Deputy Office Manager

Department: Water 50% & Planning 50%

Location: Water Department/Planning Department

GENERAL PURPOSE

This position provides direct clerical support to the Water Department and the Planning Department, where the time is split approximately 50/50 between each department.

Water Department: Work consists of routine and complex clerical, administrative and data processing skills in order to maintain effective office operations and to provide clerical support.

Planning Department: Work consists of assisting with the preparation for the planning board and conservation commission meetings and attending those meetings. You will also be taking summary minutes of meetings, reviewing applications, reading and interpreting codes & ordinances, as well as other clerical support as necessary. Flexibility to attend 2-3 late afternoon or evening meetings per month required.

SUPERVISION RECEIVED

Position requires the general supervision of the Superintendent of the Water Department for duties related to the Water Department, and general supervision of the City Planner for duties related to the Planning Department.

SUPERVISION EXERCISED

This is a non-supervisory position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (WATER DEPARTMENT)

- Answers in-coming calls and provides information as required, or routes callers to appropriate person.
- Utilizes Munis financial software program, or equivalent software systems.
- Assists in the notification, collection, and disconnection processes.
- Proficient in the use of Microsoft office program and other required software programs.
- Reads computer files or gathers meter readings, invoices, ticket books, and payment stubs to compile data as needed.
- Enters information into a computer, computes amount due, and prepares billing registers and utility bills and associated reports.
- Posts transactions to records, such as work sheet, ledger, or computer files.
- Processes work orders for utility connections, reconnections and disconnections, maintains billing records, name changes, and other utility billing files.
- Receives telephone calls, mail and customer visits concerning utility billing or services; handles questions and matters of a more technical nature; responds to customer complaints.
- Pursues collection of delinquent accounts, including assisting in the preparation of final notices and late notices.

- Composes, edits and types a variety of correspondence, reports, memoranda, and other material requiring judgment as to content accuracy, and completeness.
- Responsible for organizing and maintaining selected files for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES (PLANNING DEPARTMENT)

- Answer's the telephone and assists the general public on behalf of the planning department.
- Responds to inquiries from landowners, developers, attorneys, surveyors, planning agencies, contractors, realtors, appraisers, financial institutions, credit bureaus and members of the general public, both in person and by phone and written correspondence, regarding the full array of planning issues.
- Reviews projects and plans before the Planning Board (such as site plans, subdivisions, contract zoning, fill & grading plans, home daycare) to determine whether complete and if meets the Land Use Code and other City ordinances, prepares technical review letters to applicants, department memos, and written Planning Board Orders. Corresponds and coordinates with other City departments on project reviews. Corresponds with the applicants and the applicant's agents in writing, email and by telephone.
- Participates in meetings with landowners, developers, and applicants as needed.
- Schedules City technical review committee meetings and takes notes.
- Conducts on-site field inspections of properties before, during, and after development for recommendations to proposed development plans and to assist in determining whether the project was constructed according to approved development plans.
- Prepares agenda for Planning Board meetings.
- Attends Planning Board meetings and runs meeting in absence of City Planner. Regular Planning Board meetings are held in the evenings.
- Prepares digital recording for Planning Board meetings and prepares written meeting minutes.
- Collects fees from Planning Board project applicants including application fee, tech review fee, legal notice fee, and when required, impact fee payments and performance bonds.
- Prepares packets for Planning Board members and insures delivery on time.
- Responsible for the maintenance of planning records in relation to Planning Board projects, including paper folders, plan filing, and various databases.
- Oversees the Brewer Conservation Commission, which includes, but is not limited to, scheduling meetings, contacting members, preparing meeting minutes, researching and preparing for meetings.

PERIPHERAL DUTIES (WATER & PLANNING DEPARTMENT)

- Orders and tracks department supplies and equipment.
- Keeps track of Planning Board conditions of approval for all projects and assists the Code Office on compliance if not met.
- Updates the City website on behalf of the Planning Department.
- Performs other related duties as assigned.
- Assists in reconciling utility billing activity with general ledger
- Accounts for cash received on a daily basis

- Responsible for opening the mail and for its appropriate distribution

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School Graduate or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.

Two (2) years of increasingly responsible related work experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures

- Interpersonal skills to effectively meet and deal with the public
- Ability to handle citizen & business requests
- Ability to handle difficult complaints in a professional and courteous manner
- Ability to handle stressful and fast-moving environment.
- Effective verbal and written communication

TOOLS AND EQUIPMENT USED

Personal computer including word processing, data processing, email and complex accounting software, copy machine, fax machine, telephone system, and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This employee is frequently required to sit, talk, hear, use hands to finger, feel and control objects, tools and controls, and reach with hands and arms.
- This employee is occasionally required to walk.
- This employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus, use of computer monitor.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acceptance: _____

(Employee Signature)

Approval: _____

Water Department Superintendent

Approval: _____

City Planner

Revised Date: *August 10, 2021*

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