



Town of Farmington
153 Farmington Falls Road
Farmington, ME 04938

Position: Grants/Planning Assistant
Department: Administration
Classification: Hourly H8
Pay Range: \$23.00 to \$28.50

GENERAL PURPOSE:

Performs a variety of administrative, technical and clerical work in assisting with the Code Enforcement/Planning Office functions as well as undertaking a variety of project management functions.

SUPERVISION RECEIVED:

Works under the supervision of the Code Enforcement/Planning Director and Town Manager.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as administrative liaison between the Town, BOS and DECD.
- Serves as planning liaison to major institutions and businesses.
- Maintains cross-referenced letter/notification files by date, name and map/lot.
- Prepares and mails informational land-use ordinances as requested.
- Writes, submits and administers CDBG grants; helps prepare other grant applications as needed.
- Maintains photo file on enforcement properties.
- Completes and files annual Maine Solid Waste report to State Planning Office.
- Assists CEO and State Planning Office in maintaining Town's Comprehensive Plan.
- Attends, administers (certified mailings, post notices, process applications, place ads, etc.), takes minutes and develops agendas for Zoning Board, Downtown TIF Committee and RLF Committee meetings.
- Assists in the preparation of all loan applications/financial packages.
- Attends, takes minutes and develops agendas for Employee Safety Committee and other meetings as needed.
- Assists in developing/amending land use ordinances.
- Occasionally accompanies CEO on inspections.
- Maintains schedule of banner and signboard message reservations.
- Coordinates and administers ADA agreement with U.S. Department of Justice.

- Coordinates and administer Wellness works program and grant including facilitating workshops and meetings.
- Processes deeds for Cemetery Association.
- Organizes, updates and maintains Town's insurance inventory.
- Administers snowmobile grant program.
- Proofreads/edits lengthy documents.
- Maintains the Town web page.
- Assists in developing/amending policies and ordinances.
- Performs research projects as directed.
- Acts as liaison to the IT Services contractor; advises staff/management on Internet use.
- Performs clerical and administrative functions including word processing, filing, copying, excel spreadsheets, and internet research.
- Performs related work as required.

DESIRED QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED equivalent with additional training in computers, planning, project management, code enforcement and general office practices; Associate degree in business-related field preferred.
- Two (2) years of increasingly responsible related experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers; working knowledge of the principles and practices of modern public administration; working knowledge of governmental accounting principles and practices.
- Strong organizational and research skills; ability to work independently; ability to multitask and meet deadlines.
- Skill in operating listed tools and equipment.
- Ability to facilitate between various groups.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish successful working relationships
- Ability to work under pressure and/or with frequent interruptions.
- Proven record of successful project management and familiarity with land use ordinances preferred.

TOOLS AND EQUIPMENT USED:

Computer, including Microsoft Office suite of products (Word, Excel, Outlook, and database software), calculator, phone, fax, postage machine and copy machine.

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 accommodation may be granted to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderately quiet.

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.