



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3264
Fax (508) 321-4988

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT	Date:	02/2025
Department:	COMMUNITY & ECONOMIC DEVELOPMENT	Grade:	7
Reports To:	COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR	FLSA:	NON-EXEMPT

POSITION PURPOSE:

Under the general supervision of the Director of Community and Economic Development, the core responsibilities of this position are to provide professional and administrative staff support to the Department, which includes Conservation and Planning, and to provide direct administrative and technical support to the Zoning Board of Appeals. The position requires attendance minute-taking at between 1-2 evening meetings per month.

ESSENTIAL FUNCTIONS:

1. Serve as initial first point of contact (on phone and in person) with the public regarding planning, conservation, and zoning matters.
2. Assist with the publication of meeting and hearing notices for upcoming public hearings on application filings, ensuring that legal requirements concerning time limits and format are met.
3. Prepares and distributes notices to all abutters for any application to be considered by a Board, ensuring that legal requirements concerning time limits, format, and scope of abutters are met.
4. Assist with the preparation of meeting packets for board members and other preparation as may be needed for board meetings.
5. Assist with keeping accurate and updated information on the department and board webpages including recent applications, agendas, approved meeting minutes and decisions.
6. Provide staff support to the Planning and Economic Development Coordinator, Conservation Agent, and Director of Community and Economic Development as needed.
7. Administers Board of Appeals permit activities and related public hearings for all special permits, variances, 40B applications and building commissioner appeals. Assists petitioners with applications and procedures. Coordinates plan reviews with all affected Town departments. Reviews applications for completeness and interacts with attorneys and applicants. Responds to inquiries from the public.
8. Prepares agendas for Board of Appeals meetings, reviews applications and other items to be considered, and consults with other permitting departments and/or Boards within the Town. Distribute agenda meeting materials to Board of Appeals members and appropriate Town staff, Boards and Committees.
9. Attends all meetings of the Board of Appeals, takes minutes of proceedings, and responds to questions of board members as requested.
10. Prepares minutes from Board of Appeals hearings which are incorporated into the Board's decisions, and which are then filed with the Town Clerk. Assists in the preparation of decisions. Follows up on Board directions as needed and mails statutory notice of decisions after filing with Town Clerk.
11. Maintains Board of Appeal's files, and assists internal and external customers, including members of the public, Town staff, board and committee members, applicants, vendors, etc.
12. Monitors department expenses; collects and processes fees and maintains related records for applications, etc.
13. Monitor and order office supplies as needed.



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14. Performs other duties as assigned by the Director of Community and Economic Development.

SUPERVISION:

Works under the general direction of the Director of Community & Economic Development.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Duties require knowledge of office administration, administrative practices, financial recordkeeping, automated office systems and procedures, and related office experience of 3-5 years. High school diploma required, bachelor's degree in urban/regional planning or related field is preferred. An equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the job may be considered. Must have strong attention to detail.

KNOWLEDGE, ABILITY, AND SKILL:

- Knowledge of standard office procedures, practices, forms, and equipment.
- Ability to prepare routine to complex correspondence utilizing computerized office applications, such as word processing, spreadsheets, databases, etc.
- Ability to understand, learn, interpret, and explain policies and procedures and to apply such guidelines appropriately to different situations.
- Ability to interact effectively and tactfully with a wide variety of individuals including municipal staff, outside professionals, and members of the public.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to maintain the confidentiality of sensitive information consistent with the rule for public disclosure.
- Ability to prioritize multiple tasks and deal effectively with interruptions.
- Ability to perform detailed work accurately and efficiently within strict deadlines.
- General knowledge of Massachusetts General Laws, Chapter 40A, Chapter 41, and Chapter 40B is desirable.
- General knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.

SUPERVISORY RESPONSIBILITY

None.

PHYSICAL REQUIREMENTS:

- 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 essential functions.
- Frequent interruptions to assist internal and external customers on the phone and in person.
- May spend extended periods sitting at a desk, on the telephone, or operating other office machines, copiers, and fax machines requiring eye-hand coordination and finger dexterity.



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- Regular lifting and carrying of files, documents, records, etc.

WORK ENVIRONMENT:

Work is performed in office conditions. The workload is subject to administrative and statutory deadlines; may attend evening meetings and/or off-site workshops, meetings, or courses.

The employee operates standard office equipment.

The employee has regular contact with the public and other Town departments.