



**Town of Long Beach, Indiana**  
**POSITION DESCRIPTION**

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**TITLE:** Administrative Assistant Board of Zoning Appeals

**FLSA CLASSIFICATION:** Non-Exempt

**JOB CLASSIFICATION:** General Part-time

**REPORTS TO:** Board of Zoning Appeals

**EFFECTIVE DATE:** 01/01/2021

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**SUMMARY/OBJECTIVE:**

Provide responsible administrative support to the Board of Zoning Appeals (BZA) in conformance with all applicable statutory deadlines. Work includes providing customer service, assisting applicants, and guiding them through the appeals process, compiling and maintaining information for the BZA and public use, preparing for and scheduling BZA meetings and special hearings, and performing a variety of administrative and clerical functions.

**ESSENTIAL FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Monitors BZA compliance with all statutory deadlines.
- Prepares meeting agendas, sets up materials for BZA members and sends legal notices to newspapers.
- Recommends and implements process improvement opportunities through task analysis and automation.
- Prepares all meeting materials for BZA members.
- Attends all meetings of the Zoning Board of Appeals.
- Prepares minutes of the meetings.
- Keeps complete and accurate records of all proceedings.
- Keeps records of applicant expenses such as postage, newspaper legal notices, etc. Prepares bills for applicants for payment prior to hearing date.
- Maintains files for all BZA records.
- Other duties as assigned.

**SKILLS AND ABILITIES:**

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving

- Process improvement
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Judgement
- Discretion
- Customer service orientation
- Teamwork
- Initiative
- Work independently
- Ensure compliance with statutory deadlines

**SUPERVISORY REPOSIBILITIES:**

There are no supervisory responsibilities for this position.

**EDUCATION, KNOWLEDGE AND EXPERIENCE:**

- High school diploma or GED
- Three to five years of experience in general office procedures, and customer service.
- Working knowledge of State laws, town bylaws and ordinances, rule and regulations pertaining to BZA operations.

**TOOLS AND EQUIPMENT USED:**

Computer, computer programs and applications, fax machine, printer/scanner/copier, telephone.

**WORK SCHEDULE:**

Works on an as needed basis (20 hours per week)

Work hours are dependent on the number of BZA applications in process

**WORK ENVIRONMENT:**

- Indoor office environment
- The noise level is usually quiet in office settings
- Temperatures are regulated

**PHYSICAL DEMANDS:**

- sit
- use hands to finger, handle, feel or operate objects
- reach with hands and arms
- talk
- hear
- close vision and the ability to adjust focus
- stand,
- walk
- lift up to 10 pounds

*Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands*

**TRAVEL REQUIRED OUTSIDE OF LONG BEACH:**

Not required

**DISCLAIMER:**

*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 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.*