



Town of Alton Job Description Building Department Secretary

Date: October 7, 2025

General Position Description: Perform the majority of the administrative tasks related to the day to day operation of the Building Department. Assigned the duties of the Deputy Health Officer, and the Conservation Commission Administrative Assistant. Also designated as the E-911 Liaison for the Town. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Answers directly to the Code Official and Conservation Commission Chairman.

Equipment Used: Interior computer hardware, office fixtures, office equipment.

Environment: Inside: 90% Outside: 10%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Interact with customers, answering questions, receiving permit applications, issuing permits, and collecting payments. Receive and process permit applications, review and maintain electronic and paper files for each property. Answer phones, relay messages, schedule inspections.
2. Responsible for for all financial transactions of the Building Department and Conservation Commission. Receive payments and maintain control of department funds and petty cash. Process department payment requests and maintain accurate records of revenues and expenditures.
3. **Deputy Health Officer:** Assist the Health Officer with reviews of septic designs and forwarding of approvals to the designers. Retain paper and electronic records of applications and approved plans as required. As necessary, assist the Health Officer with day and foster care inspections to satisfy State and Town requirements. Perform day-to-day administrative functions such as processing documents, plans, inspection reports, and maintaining records.
4. **Conservation Commission Administrative Assistant:** Performs day to day administrative tasks in support of the Commission such as; processing applications, draft and post meeting agendas and notices, provide member meeting packets and supplies, attending meetings, coordinate meeting recordings, and forwarding minutes for review. Routinely communicate with the NH Department of Environmental Services regarding application review comments and other matters. Order supplies as needed, track revenues and expenses, and prepare budget documents for review and submission. Update and maintain all paper and electronic files under the control of the Commission.
5. Perform other duties as specified.

Support: Assist customers in connecting with other departments when necessary, providing direction and contact information. Assist other departments, either by covering during periods of minimal staffing, or augmenting to help with occasional large tasks.

Financial Data: Receive payments, providing receipts and making change when necessary, retaining control of those payments until they are submitted to the Finance Department. Responsible for control of petty cash. Enter all transactions into the appropriate records, retaining copies of those records as

required. Maintain budget records, tracking on a monthly basis revenues and expenses so that current information is available. Draft budget justification sheets for the BOS and Budget Committee, as directed by the Code Official. Order office supplies as needed, call for copier service when necessary. Process invoices for Department material expenses.

Computer Operation: Works daily with Microsoft Outlook, Excel, Word, and potentially the entire Microsoft Office Suite. Document scanning and entry into BMSI "E-Drawer", and use of Iworqs Building Permit database is also required.

Other Functions:

E-911 Liaison: Submits property numbering requests to the State, following up as necessary, and notifies Fire, Police, Post Office, and homeowners of new or corrected number assignments. Assists the NH E-911 division with information requests, including field visits.

Other Considerations and Requirements: Pleasant and civil personal manner in dealing with the general public is essential, including the ability to remain calm and patient with customers unfamiliar with the various municipal processes. Willingness to learn new processes and further professional knowledge by attending routine training, and obtaining related certifications. Independent problem solving skills desired.

Cognitive and Sensory Requirements:

- **Vision:** Corrected to 20-30 or a level that will enable the necessary vision to read instructions and documents, and for operation in all aspects of the position such as office equipment use, and occasional field visits.
- **Hearing:** Necessary for listening to instructions and questions, and taking minutes at meetings.
- **Speaking:** Necessary for communicating with supervisors, employees, residents, and the general public.
- **Dexterity:** Necessary for operating office equipment including computers, handwriting, etc.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Mobility:** Needed to walk around the Town Hall and elsewhere for other duties such as banking, errands, etc. as well as occasional visits to jobsites.

Physical Requirements:

Lift up to 10 pounds: regularly required.
Lift 11 to 25 pounds: occasionally required.
Lift 26 to 50 pounds: rarely required.
Lift over 50 pounds: never required.
Carry up to 10 pounds: regularly required.
Carry 11 to 25 pounds: occasionally required.
Carry 26 to 50 pounds: rarely required.
Carry over 50 pounds: never required.
Balancing: occasionally required.
Push/pull: occasionally required.
Reach above shoulder height: occasionally required.
Reach at shoulder height: occasionally required.
Reach below shoulder height: frequently required.
Sit: six total hours per day.
Stand: one plus hours per day.
Walk: two plus hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling: never required.
Squatting: never required.
Kneeling: never required.
Crouching: rarely required.

Climbing: rarely required.
Driving: occasionally required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc.):

- Grasping: constantly required.
- Handling: constantly required.
- Torqueing: occasionally required.
- Fingering: frequently required. Keyboards, hand tools, etc.
- Foot/feet: constantly required. Routine movements in an office setting, occasional visits to construction sites or outside wooded areas.
- Toes: never required.
- Controls and equipment: Motor vehicles, office equipment, telephone, etc.

Work Surfaces:

Office area includes workstation with desk, computers and cupboards

- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc., occasionally.

Summary of Occupational Exposures:

- Most work occurs within the office setting.
- Some travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.

Other Training, Skills and Experience Requirements: Competent in Microsoft Outlook, Excel, and Word and familiar with the entire Office Suite. Ability to learn new computer programs without substantial tutoring, self-reliant with excellent initiative, possess math skills to a level that would enable an individual to maintain basic financial records.

Flexible, able shift from one task to another easily, and to remain calm during periods of hectic activity. Pleasant and patient personal manner, helpful, and willing to assist and educate customers. Possess the ability to communicate clearly, and to remain civil with the occasional agitated customer.

License/Certification Requirements:

- High School Diploma or GED
- Valid Driver's license.
- Obtain International Code Council Permit Technician certification within eight months of hiring.
- Attend New Hampshire Building Officials Support Staff (NHBOSS) training sessions regularly as a member.

Schedule: Monday through Thursday, 7am – 5:30pm. Occasional overtime when needed and approved. Attend Conservation Commission meetings which are normally twice monthly evening meetings.