

## SECRETARY TO PLANNING AND ZONING BOARD

Code No: 4-05-114  
EXEMPT

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible secretarial position which involves preparing materials for Planning/Zoning Board meetings, attending and recording the minutes and notifying concerned parties of the Board's decisions. Work is performed under the direct supervision of the Commissioner of Public Works. Supervision of others is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES** (All need not be performed in a given position. Other related activities may be performed although not listed):

Attends Planning/Zoning meetings conducted in the evenings and records proceedings;

Prepares the minutes of Board meetings and distributes to appropriate individuals and agencies;

Attends Town Development Review meetings and compiles reports resulting from these meetings;

Prepares and distributes agendas for meetings;

Notifies residents of hearings;

Processes Planning/Zoning Board applications;

Processes County Planning referrals for Planning/Zoning Board;

Assists the Board Attorney in preparing and distributing resolutions;

Notifies applicants of Board decisions;

Prepares legal notices for Planning/Zoning Board.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of office terminology, practice and equipment; good knowledge of English grammar and usage; good knowledge of terminology, vocabulary, and letter formats used in business correspondence; working knowledge of the Zoning Ordinance Town Code and S.E.Q.R.A. regulations; working knowledge of the State Environmental Review regulations and procedures; ability to record proceedings in longhand; ability to type rapidly and accurately; record keeping ability; ability to plan and organize work; ability to deal effectively with Board Members, the public, professionals and town, state and county agencies; ability to follow oral and written directions; tact; courtesy; good judgment; physical health commensurate with the demands of the position.

ADOPTED: September 12, 1985