

SECRETARY TO PLANNING BOARD

Code No: 6-19-024

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible secretarial position which involves preparing materials for Planning 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 or other administrator. Direct supervision may be exercised over part time and seasonal clerical employees. 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 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 Board applications;

Processes County Planning referrals for Planning Board;

Assists the Board Attorney in preparing and distributing resolutions;

Notifies applicants of Board decisions.

Prepares legal notices for Planning 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 town planning and zoning ordinances, State planning laws and Environmental Quality Review laws; working knowledge of the principles and practices of urban and regional planning; 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 26, 1987