



## Planning Board Secretary

### Nature of Work:

This is clerical and administrative work assisting in the operation of the Town's Planning Board.

Employee of this class assists the Planning Board with the clerical and administrative functions of the Planning Board. Work involves answering inquiries by phone or in writing (i.e.: email); maintaining the Board's filing system; and preparing various correspondence and research projects.

### Essential Duties and Responsibilities:

#### Examples of Work:

- Answers and responds to personal inquiries; taking messages to the Board
- Responsible for correspondence, records and other materials
- Types all agendas, minutes, Public Notices, ads, notification letters, etc.; and posts/mails notices to appropriate places
- Organizes and maintains the filing systems, filing all incoming documents in proper locations
- Prepares agenda for board meetings
- Maintains appointment schedule for Planning Board
- Performs related work as required
- Maintains monthly timesheet to be emailed to town Treasurer

### Requirements of Work:

- Knowledge of business English, spelling, punctuation, and arithmetic
- Ability to deal courteously with the public and to establish and to maintain effective work relationships with other Board Members and the public
- Responsible for attending monthly meetings, and other meetings (i.e.: public hearings) as needed (up to 8 hours monthly)
- Responsible for preparing the monthly agenda and meeting minutes
- Skill in the operation of Microsoft Office (Word, Excel) software, Gmail, google docs, pdfs and other office equipment
- Trustworthy, ethical and responsible
- Must have own transportation

### Training and Experience Required:

- High School Diploma or GED
- Experience with basic clerical work
- Proficiency in Microsoft Office software, Gmail, google docs & pdfs

### **PLEASE NOTE:**

The Planning Board meets on the first Wednesday of every month starting at 7:00pm. The first portion of the meeting 7:00-8:00 pm is designated time for the Comprehensive Plan. Starting at 8:00pm is the regular Planning Board Meeting. The meeting lasts for 2 hours and compensation will be provided at \$12.00/hour. Potential for additional meetings (up to 8 hours monthly)