

SECRETARY - PLANNING BOARD

GENERAL STATEMENT OF DUTIES: Administers planning regulations and conducts special studies for the Planning Board and the Town/Village Board; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible professional and administrative work for the Planning Board, and requires important public and inter-departmental contacts.

EXAMPLES OF WORK: (Illustrative Only)

Interprets and administers planning regulations for developers, businessmen, citizens and others interested in acquiring or improving land in the town/village;

Confers with developers to ensure that details of proposed developments are in a format acceptable to the Board for review;

Advises developers regarding the preparation of preliminary layouts for Planning Board approval, and suggest a course of action necessary for acceptance by both the Planning and Town/Village Boards;

Appears before the Town/Village Board to present and explain Planning Board proposals;

Prepares agendas, follow-up on projects in process, and prepares and distributes minutes;

Maintains liaison with various departments and boards of the town/village government, and addresses same on various planning matters;

Assists in the formulation of policies and procedures for the implementation of town/village planning group conferences at the national, state, and local levels, and keeps abreast of new planning concepts.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices involved in community planning and development; thorough understanding of the town/village's social and economic structure and the need for improvements; good knowledge of construction methods and materials; knowledge of the fundamentals of engineering; ability to establish and maintain cooperative relationships with other public officials, developers, and the general public; ability to read and interpret plans and specifications; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school or possession of a high school equivalency diploma and three years of experience in community planning work; or (b) any equivalent combination of training and experience sufficient to indicate ability to do the work.

Towns & Villages
J.C.: Exempt
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Job Class Code: 0885