

SECRETARY - PLANNING BOARD, ZONING BOARD OF APPEALS AND ARCHITECTURAL
REVIEW BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent performs a wide variety of responsible administrative, clerical and record keeping work calling for confidentiality and the use of independent judgment. The incumbent has complete charge of all the books and records for the members of the Planning Board, Zoning Board of Appeals and the Architectural Review Board, and conducts special studies for the respective Board and the Town/Village Board as necessary. Work involves considerable contact with the public, interdepartmental staff and members of each Board. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares meeting agendas and materials, sets up materials for Board members and sends legal notices to newspapers;

Attends all Board meetings, takes notes of the meetings, prepares and distributes minutes;

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

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;

Sends notices of written orders of the Boards setting forth the determination or decision to appellant or applicant;

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

Maintains records of permit and application fees received and initiates refunds of escrow accounts, etc. upon completion of projects/work;

Responds to or researches information for FOIL requests;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

SUGGESTED 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 modern business procedures; good knowledge of office terminology, procedures and equipment; good knowledge of construction methods and materials; ability to establish and maintain cooperative relationships with other public officials, developers, and the general public; ability to manipulate an alphanumeric keyboard; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets,

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd):

word processing, calendar and database software; ability to read and interpret plans and specifications; ability to understand and carry out oral and written directions; ability to get along well with others; honesty; thoroughness; tact; good judgment; courtesy; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three years of experience in community planning work including or supplemented by one year of clerical work which included the use of computers to produce correspondence and maintain files; or (b) two years of clerical work which included the use of computers to produce correspondence and maintain files; or c) any equivalent combination of training and experience sufficient to indicate ability to do the work.

J.C: Exempt (Town/Village of Harrison) Job Class Code: 0884
Exempt (Town of Mount Pleasant)
Exempt (Villages of Bronxville and Tarrytown)
Exempt (Villages of Larchmont, Rye Brook, Sleepy Hollow and Town of Eastchester)