

## SECRETARY TO THE LAND USE BOARDS (VILLAGE OF MAMARONECK)

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 Village of Mamaroneck land use boards which include the Planning Board, Zoning Board of Appeals, Architectural Review Board, and the Harbor and Coastal Zone Management Commission. The incumbent performs duties that coordinate land use board functions for both commercial and residential properties. Work involves considerable contact and coordination with the public, consultants, attorneys, 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 prepares all meeting materials for land use board members including plan sets and studies;

Confirms locations for meetings, and sends notices of regular and special meetings;

Coordinates with local municipal television to televise and record the various land use meetings;

Attends all land use board meetings, takes notes of the meetings and keeps complete and accurate records of all proceedings;

Prepares and distributes minutes and coordinates the posting of meeting minutes on the Village website;

Sends legal notices to newspapers and confirms publication, ensures circulation and posting of meeting notices in accordance with law;

Maintains liaison with various departments and boards of the Village government, and addresses same on various land use matters;

Assists with interpreting and administering regulations for developers, businessmen, citizens and others interested in acquiring or improving land in the Village, requesting variances, etc.;

Advises developers regarding the preparation of preliminary layouts for board approval and confers with developers to ensure that details of proposed developments are in a format acceptable to the board for review;

Receives applications, reviews for completeness, and coordinates with appropriate parties to ensure receipt of missing documentation necessary to process the applications including surveys, plans, environmental studies, SEQRA documents, flood compliance documents, etc.;

Sends notices of written orders of the boards setting forth the determination or decision to appellant or applicant and maintains files of same;

Maintains accurate and complete files of land use applications as they pertain to building department records;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Maintains records of permit and application fees received, confirms escrow accounts and notifies supervisor of deficiencies, and initiates refunds of escrow accounts upon completion of projects/work;

Responds to or researches information for FOIL requests;

Schedules meetings between permit applicants and professional staff, or between land use board members and other Village staff as necessary;

Answers telephone calls and either independently handles requests for routine information related to land use boards or routes calls to appropriate staff;

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

May attend and assist with pre-application meetings by taking minutes and following up to obtain required documentation.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices involved in community planning and development; thorough understanding of the 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 business English, spelling and arithmetic; good knowledge of planning, zoning, and land use terminology; good knowledge of construction methods and materials; ability to establish and maintain cooperative relationships with public officials, developers, and the general public; ability to manipulate an alphanumeric keyboard; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to maintain complex records and files; ability to handle administrative details independently; 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to maintain confidentiality and exercise discretion in handling confidential matters; honesty; thoroughness; accuracy; dependability; initiative; 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 three (3) years of work experience in a planning or community development department including or supplemented by one (1) year of clerical experience which included the use of automated systems to produce correspondence and maintain files.