

Town Of Richmond

Employment

Zoning Board of Appeals Secretary

Contact: John Morsheimer, ZBA Chair

Email: ZBAChair@townofrichmond.org

Description:

The Zoning Board Secretary is responsible for meeting advertisement, agendas, and minutes, is liason to the Code Enforcement Office, and submits projects to Ontario County Planning Board as required. The position is approximately 8 hours per month at a rate of \$16.76 per hour.

How to Apply:

The Town of Richmond is accepting letters of interest for the part time position of Zoning Board of Appeals secretary. The position is approximately 8 hours per month at a rate of \$16.76 per hour.

Letters of interest should be received by October 12, 2020 and addressed to:

Richmond Town Clerk

PO Box 145

Honeoye, NY 14471

Or by email:

clerk@townofrichmond.org

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Email: info@townofrichmond.org

8690 Main Street

P.O. Box 145

Honeoye, NY 14471

Phone: (585) 229-5757

Fax: (585) 229-5114

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