

Job title Secretary to Planning & Zoning

**Reports to Town Director of Planning and Development and the Town
Code Enforcement Officer**

Job purpose

The Secretary to Planning & Zoning performs a variety of clerical tasks for the Building/Codes and Development Offices. The Building/Codes and Development Offices provide direction over land use planning, management of natural resources, buildings and other permit and site development actions. Providing direction includes coordination of the review of pending applications for approvals by Town Code Enforcement Officials, the Town Planning Board and the Town Zoning Board of Appeals. The Secretary to Planning & Zoning works in support of staff assigned to the Building/Codes and Development Offices who include the Town Director of Planning & Development, the Town Code Enforcement Officers, the Town Fire Marshal, the Town Zoning Officer, the Town Construction Inspectors, and the appointed Clerks of the Town Planning Board, Zoning Board of Appeals, Environmental Conservation Board and the Town Agricultural Advisory Board.

Duties and responsibilities

- Answer telephone calls to the Building/Codes and Development Offices, direct callers to the appropriate Town Department and/or staff member and provide assistance to members of the public who may walk-in seeking help.
- Schedule appointments, inspections and meetings for staff within the Town Development Office.
- Maintain office property records for permits and applications to the appropriate review board.
- Coordinate office records with property information in IPS.
- Maintain portions of the Town's website relating to the duties, responsibilities and actions of the Town Development Office and its employees.
- Coordinate with the Town Code Enforcement Officer in preparing address changes, including notifications to appropriate offices of said changes.
- Assist public in preparing permit applications.
- Accept permit applications, establish abstract record as may be required and coordinate with Development Office staff and the applicants.
- Prepare draft meeting agendas and legal notices for review and acceptance by the Town Code Enforcement Officer and the Director of Planning & Development.
- Coordinate the publishing of legal notices and public meeting notices, the posting of legal notices, and notifications to nearby property owners.
- Coordinate the distribution of draft resolutions amongst board members, town staff, applicants, the applicant's engineer(s), surveyor(s) and their attorneys, as necessary.
- Maintain the project files for town staff and board members.
- Fill-in for Clerks of the Boards and/or Advisory Committees, in preparing agendas, meeting minutes, attendance records, distribution of materials, etc.
- Other clerical duties that may be assigned by the Code Enforcement Officer.