



Planning and Board of Appeals Secretary

Nature of Work:

This is clerical and administrative work assisting in the operation of the Planning Board and Board of Appeals functions for the Town.

Employee of this class work with the Chairpersons of the Boards. Work involves, preparing agendas and minutes, maintaining the board's filing system, preparing various correspondence, preparing and posting various notices, attending all Board meetings. Employee will also work with the Code Enforcement Officer when circumstances arise.

Work is performed under the general supervision of the Town Manager.

Supervision Received:

The Planning and Board of Appeals Secretary will be appointed by the Town Manager. It is a part time hourly wage position, and as such can be changed or modified in the best interests of the Town of Denmark.

Essential Duties and Responsibilities: (Illustration Only)

1. Prepares agendas and information packets for meeting.
2. Prepares minutes of meetings.
3. Prepares and post all Public Notices including emailing to appropriate media.
4. Prepares amendments to the Zoning Ordinance under the guidance of the Chairperson.
5. Attends all Board meetings, usually in the evenings.
6. Attends Site Visits, usually on Saturdays.
7. Prepares meeting room for Board meetings.
8. Prepares, updates and distributes Board forms under the guidance of the Chairperson.
9. Corresponds with applicants and others under the guidance of the Chairperson.
10. Responsible for tracking fees related to applications and tracking escrow accounts. Works with the Clerk's office with accounts receivables and payables.
11. Responsible for scheduling Board activities, such as trainings.
12. Responsible for all correspondence, records and other materials.
13. May field Board and public queries, request or issues.
14. Organizes and maintains the filing system, filing all incoming documents in proper locations and categories.

Required Knowledge and Abilities:

1. Knowledge of grammatical construction, spelling, punctuation and arithmetic, and possession of an excellent vocabulary.
2. Ability to keep varied records, to assemble and organize data.

3. Knowledge of Microsoft Word and Excel.
4. Knowledge of modern office practices, procedures and equipment.
5. Knowledge of the zoning ordinance.
6. Basic understanding of planning, zoning, and building procedures.
7. Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public.
8. Willingness to show initiative, discretion and confidentiality in the performance of duties.

Training and Experience Desired:

1. Graduation from an accredited high school supplemented by education in secretarial or business courses; and experience in basic clerical work of some responsibility; or any equivalent combination of experience and training. Word processing is a necessity.

Working Conditions/ Physical Demands

1. Work is generally performed in an office environment.
2. Site Visits to properties are expected as part of this job duties. Some extent of physical activity may be required for site visits.
3. Work may be performed remotely from home.

Effective Date: _____

Select Board Chairman

Select Board Member

Select Board Member

Upon hiring Employee will sign
acknowledging the understanding of the
outlined job description.

Employee Signature

Date