

Position Description

Position: Planning Board Secretary

Responsibilities:

1. Sends notice of meetings and public hearings to newspaper of general circulation in the town.
2. Notifies Planning Board members of up coming meetings.
3. Records minutes of all Planning Board meetings and public hearings. The minutes of a meeting shall cover the important portions of the meeting and shall include a record of motions, proposals, and actions. This record must contain the votes on any matters, and how each member voted, including any absences
4. Makes minutes of all meetings and public hearings available to the public in accordance with the provisions of the Freedom of Information Law within two weeks from the date of such meeting.
5. Files all decisions of the Planning Board on site plans, special permits and subdivisions with the Town Clerk within 5 business days after such decision is rendered.
6. Mails copy of Planning Board's decisions to applicants.

Qualifications:

1. High school diploma.
2. \_\_\_\_\_ years of secretarial experience.
3. Some familiarity with Planning Board matters.

Compensation:

Option 1: \_\_\_\_\_ dollars per hour.

Option 2: \_\_\_\_\_ dollars per Planning Board meeting