

Jurisdictional Class: Exempt for Towns and Village of Yorkville Only
EEO Category: Administrative Support
Revised: 11/08/2019

SECRETARY TO PLANNING BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, employees of this class perform a wide variety of responsible clerical and record keeping duties calling for confidentiality and the use of independent judgment. Work involves considerable contact with the public and Members of the Planning Board. Performs all the clerical work and has complete charge of all the books and records of the Planning Board. Supervision is not a function of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares meeting agendas, sets up materials for Planning Board members and sends legal notices to newspapers;
Attends all meetings of the Planning Board;
Keeps complete and accurate records of all proceedings;
Attends and takes minutes at Planning Board meetings;
Prepares minutes of the meetings;
Distributes and accepts applications;
Reviews applications for accuracy;
Prepares and distributes correspondence;
Files map paperwork for subdivisions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices and equipment; thorough knowledge of the rules, regulations, procedures and policies of the Planning Board; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to establish and maintain good working relationships with others; ability to deal effectively and courteously with the public; ability to type accurately at an acceptable rate of speed; ability to take and transcribe dictation; clerical aptitude; tact and courtesy; accuracy; confidentiality; initiative; resourcefulness.

Appointed on the basis of administrative secretarial experience and other such qualifications as the Town Supervisor or Mayor may determine appropriate.

Adopted: 02/28/2018
Revised: 04/03/2019; 06/25/2019; 11/08/2019