

JOB POSTING

JOB NOTICE: Town of Ghent Planning Board & Zoning Board of Appeals Secretary

The Town of Ghent is seeking a qualified individual to serve as the Planning Board and Zoning Board of Appeals Secretary. The Secretary provides general administrative support to both Boards. This position interacts with the Chairpersons and Zoning Enforcement Officer and will coordinate the meeting agenda and organize the distribution of pertinent materials to the Boards. The Secretary prepares notices prior to the meetings, records the minutes of the meetings, and distributes draft minutes to the Boards within 5 days after each meeting. The Secretary is also responsible for maintaining all the records of the Planning Board and Zoning Board of Appeals in an orderly fashion.

The successful candidate must be able to attend Planning Board meetings on the 1st Wednesday of every month at 6:00 p.m., and Zoning Board meetings on the 2nd Wednesday of every month at 7:00 p.m. The Boards may schedule additional meetings as needed.

The successful candidate will receive training on the current processes followed by each Board.

Qualifications: Graduation from a high school or possession of a high school equivalency diploma and 2 Years of secretarial/clerk experience. Familiarity with Zoning and Planning Board matters preferred but not required. A Resume and/or letter of interest should be emailed to the Town Clerk, Michelle Radley, at mradley@townofghent.org, no later July 15, 2021