

SECRETARY - ZONING BOARD OF APPEALS, ARCHITECTURAL REVIEW COUNCIL
AND HOUSING COMMITTEE
(Town of Lewisboro)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent performs a wide variety of responsible administrative and clerical work as well as confidential record keeping which requires the use of independent judgment. The incumbent has complete charge of all the books and records of the respective Board, Council and Committee. Work involves considerable contact with the public, interdepartmental staff and members of the Board, Council and Committee. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares legal public hearing notices and sends to newspapers, sends notices of regular and special meetings and corresponds with Zoning Board members;

Prepares Zoning Board meeting agendas and materials, sets up materials for Board members and sends legal notices to newspapers;

Attends Zoning Board of Appeals meetings, takes notes of the meetings, prepares and distributes minutes;

Prepares and sends legal decisions/determinations of the Board to applicants or appellants and maintains files of same;

Sends notices of regular and special meetings of the Architectural Review Council, corresponds with Council members and prepares Architectural Review meeting agendas;

Prepares meeting materials and distributes to Council Members, attends meetings of the Architectural Review Council and maintains files;

Keeps records of proceeding, prepares minutes of meetings, responds to communications under the direction of the Chairman and prepares and sends decisions to applicants;

Updates annually the qualifications of applicants and current residents of middle income housing units, reviews tapes of the Housing Committee meetings and keeps records of proceedings;

Prepares annually with the Housing Committee Chairman the "Table of Maximum income & Sales Prices for Middle Income Housing Units" and "Rental Amounts for Middle Income Housing Units;"

Reviews affordable housing communications and responds to them or routes them to the appropriate Housing Committee member or Town Official;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

RECOMMENDED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices involved in community planning and development ; thorough understanding of the town's social and economic structure and the need for improvements; good knowledge of modern business procedures; good knowledge of office terminology procedures and equipment; ability to manipulate an alphanumeric keyboard; ability to use computer applications such as spreadsheets, word processing, calendar and database software; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to take notes at a satisfactory rate of speed where appropriate; ability to understand and carry out oral and written directions; ability to establish effective working relationships with other public officials, ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; developers and members of the general public; sound judgment, honesty; accuracy; tact; courtesy; physical condition commensurate with the duties of the position.

RECOMMENDED TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and (a) four years of secretarial experience; or (b) completion of a post high school business or secretarial course and three years of secretarial experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.