

## **Job Description**

**Title:** Planning Board Clerk

**Supervision:** The Planning Board Clerk is appointed by the Select Board at the recommendation of the Planning Board.

**Hours/Compensation:** This position requires 10 hours per month which includes attendance at 2 evening meetings. Compensation will be set by the Planning Board and authorized annually by appropriation at town meeting.

**Benefits:** As this position requires less than 20 hours per week no Town benefits, including health care and retirement are offered.

**Job Environment:** Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and occasional the general public.

**Responsibilities:** These include but are not limited to attending two meetings per month in person to take meeting notes, draft letters from the planning board to other boards, post public hearing advertisements, filing and other miscellaneous duties

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting or standing to perform work tasks, with intermittent periods of stooping and walking. The employee is occasionally required to lift, push or pull objects such as books, office equipment and/or computer paper.

**Motor Skills:** Duties are largely mental rather than physical; the employee is required to apply basic motor skills in order to perform activities such as moving objects, operating a telephone system, personal computer and other office equipment.

**Visual Demands:** The employee is required to routinely read documents, maps, and reports for general understanding. The employee is rarely required to determine color differences.

### **Recommended Minimum Qualifications:**

**Education and Experience:** High School diploma, or equivalent; one to three (1-3) years related work experience; or any equivalent combination of education, training and

experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill**

**Knowledge:** Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Knowledge of software applications including but not limited to office software (word processing, data base management, and spread sheet applications). Knowledge of the Internet, web site in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel over the phone or in person, perform multiple tasks and maintain confidential information. Able to understand the provisions of the Freedom of Information Act and how it applies to requests form information in an impartial manner. Ability to work effectively with disgruntled members of the public. Ability to manage multiple tasks in a detailed, timely, accurate manner. Ability to read and interpret maps.

**Skills:** Proficient computer keyboard skills, business, recordkeeping and clerical skills proficient written and oral communication skills.