

TOWN OF SHARON

JOB DESCRIPTION

Planning Commission (PC) & Development Review Board (DRB) Clerk

PC & DRB Clerk: Hourly, non-exempt, and estimated to be 8 – 20 hours per month

Reports To: The Planning Commission and the Development Review Board

OBJECTIVE/ POSITION

This position provides regular administrative support to the all-volunteer PC and DRB (currently five community members, each serving on both boards).

DUTIES AND RESPONSIBILITIES

1. Meeting and hearing assistance.
 - a. Scheduling, preparing and distributing agendas, and warning meetings and hearings.
 - b. Take meeting minutes and comply with posting and approval requirements.
 - c. Archive minutes.
 - d. Manage archiving of electronic and hard copy files of all subdivision applications and related materials and approvals.
 - e. Assure applicants receive ‘notice of final approval’ via certified mail.
 - f. Assure closure of each file at time mylar is filed.
2. Assist the public interested in and/or applying for review by the PC/DRB.
 - a. Answer inquiries from the public regarding the status of land use regulations in town.
 - b. Provide guidance to subdivision applicants, receive applications, site plans, surveys, deeds, and other materials as required for review.
 - c. Review applications for completeness for each stage of PC/DRB subdivision review using application checklists for initial, preliminary reviews.
 - d. Assist applicants and surveyors to complete abutter’s list (work with Town Listers).
 - e. Log inquiries and consultations requested before PC/DRB that do not fall into the category of ‘subdivision review’ – i.e. boundary line adjustments, ‘sketch plan reviews’ to determine whether subdivision review is required.
3. Inform and assist the members of the Planning Commission and Development Review Board.
 - a. Assist PC/DRB to prepare annual reports for town reports as-needed.
 - b. Assist PC/DRB with drafting annual budget.
 - c. Inform PC/DRB of suggested changes to bylaws.
4. Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

The PC/DRB Clerk must have proficient knowledge and skill in the following areas:

- General office administration.
- An understanding of relevant municipal services, legislation, policies, and procedures.
- An understanding of the community's cultural and political environment.
- Analytical and problem-solving skills.
- Decision making skills.
- Effective verbal and listening communications skills and organizational skills.
- Exhibit written communications skills, computer skills including spreadsheet and word processing programs, and email at a proficient level.
- Time management skills.

EDUCATION, BACKGROUND AND EXPERIENCE

- One year of experience with administrative duties.
- Demonstrated ability to work with a variety of citizens, employees, and elected officials.
- Ability and desire to serve and represent the town in a positive fashion.
- Demonstrated ability to work as part of a team while understanding your individual contributions.

TECHNOLOGY

- Ability to use office technology including computers, printers, fax, and email.
- Skilled in use of Microsoft Office and Zoom.
- Familiar with reading deeds, surveys, and statutes and able to use various types of resources to research accuracy of applications.
- Comfortable acquiring new technological skills as needed.

PERSONAL ATTRIBUTES

- Reliable, trustworthy, discreet, respectful, flexible.

WORK ENVIRONMENT/CONDITIONS

- Most work occurs at the Town Office, although work may be performed remotely when duties can be performed satisfactorily in that setting.
- Must be available for taking minutes of evening meetings, typically once or twice per month on Tuesdays.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned with or without notice at any time.
- The job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Sharon is an Equal Employment Opportunity employer.