

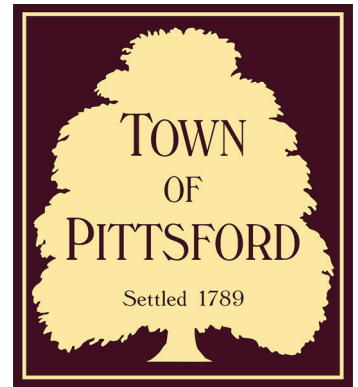
# JOB OPENING

## Department of Public Works

### Position: **Planning Board Secretary** (Full-Time)

Posted: January 23, 2018

Deadline: February 28, 2018



The Town of Pittsford has an opening for the position listed above.

Working directly for the Director of Planning, Zoning and Development, the Planning Board Secretary is responsible for appropriate legal documentation of Board meetings and provides administrative support to the Public Works Department to ensure efficient operation of the department and to provide professional service to Town residents.

This position requires professional customer service skills, efficient typing ability and the ability to record proceedings in longhand. The Planning Board Secretary must plan and organize work effectively and must have excellent verbal and writing skills for public record documentation.

This position is required to attend evening Board meetings to take minutes at least twice a month.

This position shares the responsibility for front-line service to walk-in and phone-in residents, builders, contractors, various professionals and volunteer board members.

This position is part of the Public Works group that includes the Town Engineer, Building Inspector, and Fire Marshall. This position assists with record keeping and permitting for the Public Works group and at times with other Town Departments.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534  
Attn: Personnel Department

Email to: [cfleming@townofpittsford.org](mailto:cfleming@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)