

**Organization:** Town of Greig has the following paid part-time positions available

Posted: April 1, 2022

### **Secretary – Planning Board JOB DESCRIPTION**

The Planning Board for the Town of Greig is seeking a qualified individual to serve as the Planning Board Secretary under the direction of the Chairman of the Planning Board. The Planning Board Secretary provides general administrative support to the Planning Board Chairman and the Planning Board. The position interacts with applicants, their attorney's, engineers and other consultants. The Planning Board Secretary acts as the main point of receipt for all materials related to Planning Board applications/submissions and other matters to be scheduled before the Planning Board. Working with the Chairman, the Planning Board Secretary will coordinate the Planning Board agenda and organize the distribution of pertinent materials to the Planning Board and associated referral entities relevant to each application. The Planning Board Secretary prepares notices, takes the minutes of the Planning Board meetings and drafts resolutions of approval.

### **Planning Board Alternate JOB DESCRIPTION**

Complete the required number of Planning Board Members required for a quorum allowing legal meetings and votes on issues. Be aware of Town Zoning Laws and provide informed decisions on requests for special business operating permits, lot sub-divisions and property line alterations and other issues presented to the Board.

### **Dump Attendant – Highway Department JOB DESCRIPTION**

Monitor the Greig Town Green Dump during open hours on Wednesdays, Saturdays and Sundays of Spring and Summer operation. Insure only specified green dump materials are being disposed of.

These positions are Paid Part Time positions that reports time and attendance to the Town Supervisor.

### **HOW TO APPLY**

The Town of Greig is currently accepting resumes from qualified persons interested in applying for these positions. The job description (above) captures the essence of the tasks a person in this position will be asked to perform. If you are interested in applying, please submit a cover letter and resume for further consideration by May <sup>1st</sup>, 2022 via email to [clerk@townofgreig.org](mailto:clerk@townofgreig.org) or by mail to Town Clerk, 5186 Greig Rd, Greig NY 13345.