



OFFICE OF THE TOWN SUPERVISOR  
KENNETH RONK JR.

## TOWN OF SHAWANGUNK

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WEBSITE [www.shawangunk.org](http://www.shawangunk.org)

Job Title: Planning/Zoning Board Secretary

Location: Shawangunk Town Hall

Hours: M-F 9am-4pm (6.5 hours per day)

Salary: Negotiable commensurate with experience

### Job Description:

We are seeking a highly organized and detail-oriented individual to join our team as a Planning/Zoning Board Secretary. In this role, you will be responsible for providing administrative support to the Planning/Zoning Boards, ensuring that all meetings and activities run smoothly and efficiently.

### Key Responsibilities:

- Coordinate and schedule Planning/Zoning board meetings, including sending out meeting notices and agendas to Planning/Zoning Board members and the public
- Attend and record minutes at Planning/Zoning Board meetings, ensuring accurate and detailed documentation of discussions and decisions
- Assist with the preparation and distribution of meeting materials, including reports, presentations, and other relevant documents
- Maintain official records and files related to planning board activities, ensuring compliance with all legal requirements
- Serve as the primary point of contact for inquiries from the public, Planning/Zoning Board members, and other stakeholders
- Assist with the development and implementation of long-term planning initiatives, as directed by the Planning/Zoning Boards
- Perform general administrative tasks, such as answering phones, filing, and data entry

### Qualifications:

- High school diploma or equivalent required; additional education or training in planning, public administration, or a related field preferred
- Previous experience in a similar role, particularly in a municipal or government setting, is highly desirable
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines
- Excellent communication skills, both written and verbal, with the ability to interact professionally with a diverse range of individuals
- Proficiency in Microsoft Office Suite and other relevant software applications
- Knowledge of local government processes and regulations is a plus

If you are a dedicated and dependable individual with a passion for supporting community planning efforts, we encourage you to apply for this exciting opportunity. Join our team and help shape the future of our community!