

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK

MAYOR RICHARD THOMAS

POSITION: Secretary to the Zoning Board of Appeals

DEPARTMENT: Department of Planning and Community Development

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 02/01/2019

CLOSING DATE: 02/15/2019

SALARY RANGE: \$37,828.94

RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision, performs all the administrative and clerical work and has complete charge of all the books and records of the members of the Zoning Board of Appeals and Planning Board and the Architectural Review Council. This work calls for confidentiality and the use of independent judgement. The work involves considerable contact with the public, interdepartmental staff and members of the Board, Council and Committee. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Prepares legal public hearing notices and sends to newspapers, sends notices of regular and special meetings and corresponds with Zoning Board and Planning Board members;
- Prepares Zoning Board of Appeals and Planning Board of Appeals meeting, take notes of the meetings and prepares and distributes minutes;
- Prepares and sends legal decisions/determinations of the Boards of applicants or appellants and maintains files of same;
- Sends notices of regular and special meetings of the Architectural Review Council, corresponds with Council members and prepares Architectural Review meetings agendas;
- Prepares meeting materials and distributes to Council Members; Attends meetings of the Architectural Review Council and maintains files;
- Keeps records of proceedings, prepares minutes of meetings and responds to communications under the direction of the Chairman and prepares and sends decisions to applicants;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices involved in community planning and development;
- Thorough understanding of the town's social and economic structure and the need for improvements;
- Good knowledge of modern business procedures; Good knowledge of office terminology procedures and equipment; Ability to use computer applications such as spreadsheets, word processing, calendar and database software;
- Ability to take notes at a satisfactory rate of speed where appropriate; Ability to understand and carry out complex oral and written directions; Ability to establish effective working relationships with other public officials, developers and members of the general public;
- Sound judgment; Honesty; Integrity; Accuracy; Tact and courtesy and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

- A BS or BA degree in urban studies, architecture or a related field; PLUS 2 years of work experience including secretarial experience **OR**
- Graduation from high school or possession of an equivalency diploma recognized by the New York State Education Department; PLUS 4 years of the above-mentioned experience; **OR**
- Completion of a post high school business or secretarial course and 3 years of the above mentioned experience.