

Job Posting: Planning Board and Zoning Board Secretary

Location: Village of Catskill, NY

Compensation: \$50 per meeting

The Village of Catskill is seeking a dedicated and organized individual to serve as the Secretary for the Planning Board and Zoning Board. This position is essential for ensuring smooth operations and accurate record-keeping during board meetings.

Key Responsibilities:

- Attend Planning Board and Zoning Board meetings.
- Accurately type and prepare minutes from each meeting.
- Complete payment vouchers for board members following meetings.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent written communication skills.
- Ability to work independently and manage time effectively.
- Prior experience in a similar role is a plus but not required.

If you are interested in contributing to the Village of Catskill and meet the qualifications, please submit a letter of intent to the Village Clerk at assignoretti@villageofcatskillny.gov. Join us in serving the community and play a vital role in the planning and zoning activities of Catskill!