

# Planning Board Assistant Job Responsibilities

## Duties

- Assists the public over the telephone; prepares and processes forms and permits; researches files and records as required; records action taken.
- Posts meeting notices to the town website, central calendar, and the public bulletin boards and local papers and abutters when required.
- Attendance at 2 evening Planning Board meetings/month and other special meetings when needed.
- Transcribes minutes of the Planning Board.
- Responsible for picking up Planning Board mail from Town Offices and notifying the Chair.
- Tracks all paperwork related to Planning Board business.
- Coordinates with Town Clerk and Zoning Enforcement Officer to ensure that they have shared any paperwork they have received related to Planning Board business.
- Preparation of Town Annual Report submission summarizing actions taken during the previous year.

## Work Location:

- This position will require working from home, at least weekly trips to the Town Offices to check for correspondence, and attendance at in person and remote meetings.

## Qualifications:

- High School diploma required; some college or associates degree preferred.
- Computer skills required; facility with Google Workspace strongly preferred.
- Excellent organizational and notetaking skills required.
- Flexible schedule strongly preferred.
- Experience with town/municipality governance strongly preferred.
- Familiarity with MA Open Meeting laws preferred.

## Hours and Pay Rate:

- It is anticipated that this position will require 15 hours/month with some evening hours.
- This position pays \$20/hour.

### Summary of Position:

This position has been created to provide support to the Plainfield Planning Board which is comprised of 4 volunteer members and the volunteer Chair. The work of the planning board involves review of Approval Not Required (ANR) plans; review and approval of special permits and site plans that are required by town zoning laws; coordination of work with town offices and other town committees such as Zoning Board of Appeals, Select Board, Finance Committee, etc. Since most of the required meeting times are in the evening, this position can accommodate the successful candidate having a day job. All interested candidates should submit a statement of interest and resume to [planning@town.plainfield.ma.us](mailto:planning@town.plainfield.ma.us).