



# Town of North Smithfield

Office of the Building and Zoning Official



## Secretary for the Zoning Board of Review Office

Position Title: Zoning Secretary

Department: Zoning Board of Review

Location: Town of North Smithfield

Reports to: Zoning Board

### Position Overview:

The Zoning Secretary will attend all Zoning Board of Review meetings and record a concise document for the minutes, taking special care to record motions and roll calls. Also will set up agendas prior to the meetings and post them 48 hours before the ZBR Meeting.

### Key Responsibilities:

- Prepare Zoning Board Agendas.
- Post Zoning Agenda to the SOS (Secretary of State) website by Friday (48 hours before meeting), post a copy in Town Hall, and send agenda via email to the Board, Building Official, Solicitor, Videographer, School Department, Police Station and Assistant to the Administrator.
- Send reminder email to the Board on Monday before Tuesday Meeting.
- Attend Zoning Board meetings as scheduled, take Roll Call and votes, take minutes, record meeting.
- Prepare Zoning Meeting Minutes and send draft to the Board. Once approved by Board Members, upload to the SOS website and file in the Zoning Book.
- Prepare Zoning Decisions and send draft to Town Solicitor. The Solicitor will email their version back to you to distribute to the Board. Once approved by Board members and signed by the Chairman, record in the Town Clerk's office, send a copy to the owner/applicant and file a copy in the Zoning Book. The original recorded Decision goes to the Building Official.
- Post Annual Calendar of Zoning Meetings in January, once approved by the Board. Draft the calendar using the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month at 7:00 pm in the Council Chambers. The Board does not meet on Thanksgiving or Christmas weeks.

**Rate of Pay:** \$20/hr.

