

HELP WANTED

PART TIME PLANNING AND ZONING BOARD SECRETARY

TOWN OF CHESTER

The Town of Chester is seeking a qualified individual to serve as the Planning and Zoning Board Secretary under the direction of the Planning Board Chair. The Planning and Zoning Board Secretary provides general administrative and bookkeeping support and also prepares notices, takes the minutes of the Planning and Zoning Board meetings, drafts resolutions of approval and interacts with board members, applicants, their attorney's, engineers or other consultants.

The position requires experience with QuickBooks, Microsoft Office and the ability to learn other web based products.

Please send letter of interest, resume, and references to:

Linda A. Zappala

Town Clerk

Town Of Chester

1786 Kings Highway

Chester, NY 10918

Deadline: February 15, 2020