

PLANNING & ZONING BOARD SECRETARY

The Town of Rensselaerville is seeking letters of interest to fill the position of
Planning & Zoning Board Secretary

Applicants must be a resident of the Town. Applicants will be responsible for scheduling meetings, recording minutes, and tracking processes of all matters before the Planning & Zoning Boards. Applicants must have good inter-personal skills and be knowledgeable in Micro-Soft Office. Attention to detail a must. Hours are Thursday evenings and occasional regular business hours as needed.

Letters of interest should be addressed to the Town of Rensselaerville Town Clerk
87 Barger Road, Medusa, NY 12120;
And must be submitted no later than January 18, 2018.