

PLEASE TAKE NOTICE: The Town Board of the Town of New Baltimore is seeking persons interested in being appointed to the position of, Building, Planning and Zoning (BPZ) Clerk.

REPORTS TO: Town Supervisor, Building Department Code Enforcement officers (BD); Planning Board (PB) and Zoning Board of Appeals (ZBA) Chairpersons.

RATE OF PAY: Full-time and salaried at a rate of \$21.08/hour

HOW TO APPLY: A letter of intent for the position and a resume must be delivered by close of business, **Wednesday, September 30, 2026** to:

Denise Taber, Town Supervisor
New Baltimore Town Hall,
3809 County Route 51,
Hannacroix, NY 12087

Or email to : dtaber@townofnewbaltimore.gov by close of business, **September 30, 2026**

QUALIFICATIONS - equivalent combinations of education and experience may be considered:

- **Required:** two (2) years of administrative or clerical experience;
Preferred: municipal government experience.
- **Required:** High school diploma or GED,
Preferred: Associate degree in public administration, business administration, or a related field.

ESSENTIAL DUTIES AND RESPONSIBILITIES - All qualified applicants will be considered and interviewed for the position

Administrative Support

- Process incoming correspondence and maintain official BD, PB and ZBA records and files according to records retention requirements
- Coordinate meeting schedules, public hearings, and site visits.
 - Required attendance and support for evening PB and ZBA board meetings and public hearings.
 - Prepare/distribute meeting agendas/resolutions, supporting documentation.
 - Record, transcribe, maintain and [accurate] meeting minutes; post on Town website; submit for inclusion in monthly Town Board Work Meeting Agenda

Application Processing

- Receive/review development applications for completeness.
- Maintain tracking systems for applications, approvals, conditions, and deadlines
- Coordinate application review with municipal departments, consultants, and agencies
- Assist applicants with procedural requirements and submission schedules.

Public Notices and Legal Compliance

- Prepare/distribute legal notices related to applications and public hearings in accordance with state and local regulations.
- Maintain proof of publication and mailing records.
- Assist in meeting Open Meetings Law (OML) and Freedom of Information Law (FOIL) requirements.

Recordkeeping and Document Management

- Maintain permanent files of applications, resolutions, maps, plans, and meeting minutes.

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And submit to Town Board

- Update databases and electronic records systems.
- Archive documents according to municipal retention schedules.
- Assist with preparation of annual reports and statistical information

Public and Interdepartmental Relations

- Respond to public inquiries of BD, PB and ZBA procedures, meeting schedules, and application status, while ensuring compliance with confidentiality and disclosure requirements.
- Serve as a liaison between PB, ZBA members, applicants, consultants, attorneys, engineers, and town staff.

Financial and Administrative Tasks

- Process application fees and maintain related records, as assigned.
- Prepare purchase requests, invoices, and reimbursement documentation when applicable.
- Assist with budget-related administrative functions.

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills; able to express ideas clearly and concisely
- Knowledge of office administration, record-keeping practices and equipment.
- Ability to maintain accurate records and prepare detailed reports.
- Ability to understand and follow municipal procedures and regulations.
- Strong organizational and time-management skills.
- Proficiency with Microsoft Office Suite, email systems, document management systems, and virtual meeting platforms.
- Ability to interact professionally with elected officials, board members, staff, applicants, and the public.
- Ability to interpret and explain technical problems and regulations to staff and others conducting BD, PB and ZBA projects
- Ability to conduct independent investigations, analysis, and research related to land use and zoning;