

HELP WANTED

Secretary

Town & Village
Planning Board & Zoning Board of Appeals

The Town and Village of Lima are seeking applicants for the position of Secretary to the Planning Board and the Zoning Board of Appeals to work an average of 4 to 8 hours monthly.

The position requires attendance at all meetings of the boards, preparation of meeting minutes and related clerical duties.

Excellent note taking and written communication skills are essential.

The Planning Board meets on the 3rd Wednesday of the month at 7 pm and the Zoning Board of Appeals meets on the 4th Monday of the month at 7 pm. Both boards meet as needed to review applications and other referred matters. Meetings are not held when no reviews are pending.

Interested persons may submit a letter of interest to:
Town Clerk, Town of Lima, 7329 East Main Street, Lima, NY 14485
or e-mail: clerk@townoflima.org

Application Deadline: October 4, 2017

Notice Posted September 7, 2017