

TOWN OF MOUNT HOLLY PLANNING COMMISSION CLERK

The Town of Mount Holly seeks to hire a Clerk to assist the Planning Commission to carry out their duties and responsibilities. This is a part time position, up to approximately 20 hours per month, some evening hours required. Pay range is \$10-\$15 per hour, commensurate with experience. Interested parties should contact Bill McGrath, Planning Commission Chair, at 802-259-2724 or email at twigg16@vermontel.net. A resume may be sent to the email address, or the town office at Town of Mount Holly, PO Box 248, Mount Holly, VT 05758. Equal Opportunity Employer.

Job duties for the position include:

- Assist the Planning Commission to carry out their duties and responsibilities
- Prepare and post agendas for all Planning Commission meetings as required by the Open Meeting Law
- Attend and take minutes at all Planning Commission meetings. Post minutes as required by the Open Meeting Law
- Prepare and publish legal notices in the Town's paper of record and special notices/information in the Chit Chat or other publications as determined by the Planning Commission
- Review all Planning Commission mail/email. Respond to general inquires that do not require Planning Commission attention and forward all other correspondence to the Planning Commission for their action.
- Maintain a filing system for all correspondence, articles, documents, etc. that pertain to the Planning Commission.
- Perform other duties as requested by the Planning Commission.