



PLANNING AND ZONING BOARD SECRETARY



5440 Route 5&20 W
Canandaigua, NY 14424
585-394-1120

The Community

The Town of Canandaigua, within Ontario County, New York, has a population of over 11,500, covers 62 square miles of land area and has 10 ½ miles of Canandaigua Lake shoreline (Finger Lakes). Located in Ontario County, one of only two counties in New York State gaining more residents.

The Town of Canandaigua, just a 20-minute drive from Downtown Rochester, boasts over 31 zoning districts with a diverse mixture of land uses featuring industrial, commercial, agricultural, rural, and a regional airport. The Town has issued an average of 600 building permits annually since 2014. With top rated schools, and a focus on recreation through the Town's nine beautiful parks, the quality of life is second to none.

Extensive planning efforts have positioned the Town of Canandaigua to thrive. Uptown Canandaigua, a designated growth area, showcases the advantages of form-based code zoning ensuring economic development for future decades.

Operating under a Town council-manager form of government, the Town of Canandaigua is widely recognized as a leader in municipal governance, while sustaining natural resource protection and financial stability.

The Position

The responsibility of the Planning and Zoning Board Secretary is to document and file a summary of each meeting and transmit communication on behalf of the boards.

Essential Functions include but are not limited to the following:

- Record organizational, committee or board meeting minutes
- High attention to detail
- Comfortable using Microsoft Office suit
- Should be able to type at 65-70 words per minute
- Attend Planning and Zoning Board Meetings Monthly

Work Schedule

This is a Part Time position where you will work approximately 30 hours a month. You must be available the second, third, and fourth Tuesday evening of each month and the Third Monday of the month at 9:00am. Each meeting is approximately 2-3 hours long. Remote work offered outside of the required meeting dates.



The Ideal Candidate

To be successful in this position the candidate will demonstrate that they have technical writing experience and the ability to record organizational, committee, or board meeting minutes with high attention to detail. They should be able to summarize what was discussed in the meeting accurately and concisely. They will be proficient with Microsoft Office suit and be able to type a minimum of 65-70 words per minute to be the most productive. The ideal candidate will be able to work independently with little to no direction on their tasks. This position offers remote work outside of the required in person meetings that must be attended.

Qualifications

- High School Diploma or Equivalent



Salary and Benefits

This is a Part Time position that pays \$16.50 per hour.

Flexible Schedules, Remote work offered

Optional Benefits:

- Enroll in the New York State Retirement System
- Enroll in the NYS Deferred Compensation Plan

Application and Recruitment Process

If you are interested in working for this incredible municipality, please e-mail your resume and letter of interest to:

LFrarey@TownofCanandaigua.org

Or

Call Lindsay Frarey at
(585)395-1120 x 2229



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The Town of Canandaigua is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, political affiliation or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.#

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