

# Town of Castle Valley

## Job Description

### **Title: Planning and Land Use Commission Clerk**

Fair Labor Standards Act Status: Non-exempt

Part time position 10-15 hours per month maximum

Pay: \$14-16 per hour depending on experience

Hours: Coincide with PLUC meetings

### **PRIMARY DUTIES:**

1. Assist the PLUC Chairperson in developing agendas for all meetings by sending a draft agenda to the Chair no later than one week prior to each meeting.
2. Post agendas, public hearing notices and any other legally required postings/publications according to Utah Municipal Code.
3. Process all Conditional Use Applications:
  - A. Ensure all proper mailings to affected property owners/residents;
  - B. Supply copies of Conditional Use Applications to PLUC members;
  - C. Deliver copies of Conditional Use decisions to the Town Clerk, within three days of the PLUC meeting; and
  - D. Deliver copies of all PLUC recommendations to the Town Clerk.
4. Attend all PLUC meetings and keep the record of its proceedings (Utah code 10-5-121). Send a rough draft of the previous meeting minutes to all PLUC members no later than one week prior to each meeting. Provide a final draft of the previous meeting minutes for all PLUC members at the time of the meeting.
5. Assist PLUC members in research projects.
6. Provide copies of all documents needed for meetings to all PLUC members.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the PLUC Chairperson.

### **SUPERVISION EXERCISED:**

None

### **MINIMUM QUALIFICATIONS :**

1. Education and Experience:
  - A. Graduation from high schoolAND
  - B. One (1) year of responsible experience performing above or related duties;OR
  - C. An equivalent combination of education and experience.
2. Knowledge, Skills and Abilities:

Must have computer skills including Microsoft Office: Word, Excel; email use;
3. Special Qualifications:

Preference for experience related to Municipal Government Planning and Land Use Code but not mandatory. Must have good organizational, interpersonal and communication skills, including written and verbal.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.