



**Town of Sandisfield
Planning Board
Sandisfieldma.gov**

Planning Board Administrative Assistant Job Description

Duties & Responsibilities

- Take phone calls for the Sandisfield Planning Board
- Be a liaison between the SPB and the public.
- Pick-up mail at the Town Hall and Post Office
- Process Bills and collect fees
- Track Finances
- Work with applicants, providing details on forms such as Form A
- Schedule site visits
- File completed forms and track open items.
- Track any new or changes in bylaws
- Attend SPB meetings and take minutes.
 - a. The SPB typically meets one per month, the 2nd Tuesday of every month
 - b. Special or emergency meetings may occur as needed
- Type and post meeting minutes and agendas on Town website
- Other duties assigned by the Chair

Compensation

- Position is paid \$15/hour
- Position has an expected commitment of 2 hours per week
 - Flexible hours

Position open until filled. Submit letter of interest to Planning Board Chair, Barbara Cormier at barbcorm@verizon.net