

AUBURN TOWNSHIP JOB DESCRIPTION
Zoning Commission Secretary / Board of Zoning Appeals Secretary

Reports to: Auburn Board of Zoning Appeals and/or Auburn Zoning Commission

Classification: Part-time

Salary Range: Established by the Board of Trustees at their Organizational Meeting on the 1st Monday every January. In 2025 the rate established is \$28.75 per hour for clerical and administrative work as well as the 2025 rate for BZA meeting attended (\$60 per meeting). This is to include either the hours or the meeting rate, but not both.

Hours: Some evening hours are required to attend meetings.

Job Purpose: Responsible for ensuring accurate and timely documentation of meetings.

Benefits:

- Retirement plan
- Flexible schedule
- Competitive wage

Key Responsibilities:

- **Agenda Preparation:** Assist in preparing and distributing meeting agendas and related materials to the board members
- **Attending Meetings:** Mandatory
- **Recording Minutes:** Take accurate and detailed minutes of assigned board including discussions, decisions, and action items.
- **Compliance:** Ensure all meeting procedures and records comply with relevant laws and regulations such as the Open Meeting Law.
- **Distribution:** Distribute draft minutes to board members for review and approval. Distribute finalized minutes to relevant parties as required. Distribute approved signed minutes copy to the township Administrative Assistant for website posting.
- **Proofreading and Finalizing:** Proofread minutes for accuracy and correct any errors in grammar, content, and format. Obtain necessary approvals from the chairpersons or relevant parties before printing on minute stationery.
- **Record Management:** Maintain and organize official records, including minutes, agendas, and supporting documents. Ensure records are stored securely and are accessible.
- **Transcription:** Transcribe the meeting proceedings into clear, concise, and non-verbatim minutes. Practice discernment and confidentiality.
- **Other duties:** May perform additional duties such as preparing correspondence, maintaining membership lists, submitting legal ads to local media.

Qualifications:

- **Experience:** Previous secretarial or clerical experience is preferred, and experience in government or municipal settings would be highly desirable.
- Ability to work independently and meet deadlines
- Strong written and verbal communication skills
- Familiarity with local government operations and zoning regulations is a plus.
- Proficiency in using word processing software and other standard office equipment.