

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: \$16-18 per hour depending on experience

Hours: Coincide with PLUC meetings

PRIMARY DUTIES:

PLUC MEETINGS

1. Attend all PLUC meetings and keep a written and audio record of its proceedings (Utah code 10-5-121).
2. 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.
3. Post agendas, public hearing notices and any other legally required postings/publications according to Utah Municipal Code.
4. Provide copies of all documents needed for meetings to all PLUC members.
5. Send a working draft of the previous meeting minutes to all PLUC members no later than seven working days after each meeting.
6. Provide copy of Working Draft Minutes to Town Clerk before each Town Council Meeting for the PLUC Report.
7. Provide a copy of the Pending Minutes of the previous meeting for all PLUC members at the time of the meeting.
8. Prepare a final approved copy of previous Meeting Minutes and attest to the signature of the PLUC Chair.
9. Post approved minutes on the Town website and archive meeting documents.
10. Deliver copies of all PLUC recommendations with all supporting documents, applications and contracts to the Town Clerk.
11. Perform follow up duties as needed after PLUC Meetings.
12. Assist PLUC members in research projects.

Conditional Use Applications

1. Ensure all proper mailings to affected property owners/residents for routine and nonroutine conditional use permits.
2. Prepare copies of nonroutine conditional use applications for PLUC review.
3. Deliver copies of conditional use decisions to the Town Clerk within three days of the PLUC Meeting.
4. Prepare end of year Conditional Use Permit and Business License reports.
5. Submit Business License requests to Town Clerk.

Decommissioning Contracts

1. Prepare nonroutine decommissioning contracts for PLUC review.
2. Prepare affidavits for fulfillment of decommissioning contracts.

Temporary Dwelling Permits

1. Prepare nonroutine temporary dwelling applications for PLUC review.
2. Generate annual TDP renewal list.
3. Mail TDP renewals when due.

Other

1. Ensure that permits forms, building permit info sheet, fee sheet, contract templates, website, etc. are updated after new regulations have been adopted.
2. Record all necessary documents with GC Recorder's Office.
3. Perform other functions as directed by the PLUC Chair.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED:

None.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - A. Graduation from high school or equivalent
AND
 - 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:
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.