



TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

PLANNING/ZONING SECRETARY

Full-Time Position Available

35 Hours

Salary \$20.37 per hour

The Town of Beekman is seeking a qualified individual to serve as a full-time Secretary to the Planning/Zoning Boards. This position provides general administrative support to the Planning/Zoning Departments.

Duties to include but not limited to:

- Provide general information, office assistance, answer phones and email
- Distribute applicant packets
- Receive, verify and maintain records of all submissions
- Circulate submissions to all required departments and agencies
- Collect and monitor all fees and escrows
- Filing
- Prepare and manage monthly agendas
- Communicate with the public, Board Members, Attorneys, Engineers & Architects
- Schedule all Planning and Zoning meetings and hearings
- Attend monthly evening meetings of the Planning and Zoning Board as the recording secretary
- Draft all Board minutes one week after the meeting
- Maintain Planning/Zoning website postings
- Perform other duties as directed.

EDUCATION

High school graduate or GED required. Associates Degree preferred.

EXPERIENCE

Working knowledge of general office functions and procedures; familiar with principles of zoning and planning; fluent in computers and programs including Microsoft Office, Outlook Email and Internet. Must possess excellent organizational skills, document management, record keeping and the ability to meet deadlines.

Please send Resume to supervisor@townofbeekmanny.us before September 2, 2025.