

SECRETARY, MUNICIPAL BOARD

GENERAL

The incumbent in this position acts as secretary to the Municipal Board and the Board of Review with responsibility for organizing cases to be heard, arranging and record hearings, and preparing the resulting orders. The incumbent conducts research into matters under review and participates in the decisions of the Board.

TYPICAL DUTIES

Conducts research into matters placed before the board.

Conveys instructions to applicants and respondents in matters before the board, and advises their counsel on procedures to be followed and material to be furnished.

Prepares draft orders of the board, and the record files of evidence and arguments on each case.

Arranges board hearings and meetings, participates in decisions, and assists in the orderly conduct of hearings.

Reviews for accuracy all decisions and reasons for decision.

Supervises clerical staff.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the field of Municipal Affairs, related policies and legislation.

Ability to interpret and apply statutes.

Ability to write legal reports.

Education, Training and Experience

Several administrative years of relevant experience in the Municipal Affairs field, and a comprehensive knowledge of the relevant statutes.