

**Town of Beverly Shores
Plan Commission President
Job Description**

Job Title

Plan Commission President

Department

Planning Department

Description of Work

General Statement of Duties

- Same as Plan Commission Member plus prepare agenda, chair Commission Meetings, supervise secretary, and sign all Commission documents

Supervision Received

- Town Council

Supervision Exercised

- Plan Commission Members for procedural matters during Commission meetings; Secretary

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- Prepare for, preside over, and participate in regular meetings of the Town's Plan Commission according to Robert's Rules of Order
- Call Commission meetings
- Draft meeting agenda
- Call Commission meetings to order
- Cancel meetings when necessary
- Work with members to review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council; approve Subdivisions; and enforce law, ordinance and Commission actions
- Advise the Town Council on issues relating to Town Zoning Code
- Provide Commission budget oversight and communicate with Clerk-Treasurer
- Participate in hearings, both preliminary and public, in order to make decisions about granting variances to the Town Ordinances
- Participates in Plan Commission meetings required by law, and, at the Plan Commission's discretion, attend additional public hearings when it is decided such hearings will be in the public's best interest
- Participates in Plan Commission executive session meetings

Position Requirements

- Appointment to Commission and elected by majority vote of Commission Members

Education/Experience

- High School education or GED, four year degree preferred

Special Knowledge, Skills, or Abilities

- General knowledge of Town, comprehensive plan, municipal organizations, legal requirements, local and regional planning issues.
- Ability to read and understand Town Ordinances and Zoning Code.
- Urban and Regional Planning Experience helpful.
- Ability to deal with people.
- Knowledge of Town background, issues, and concerns.
- Management skill to chair meetings.
- Knowledge of Robert's Rules and Commission By-laws