

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

Job Title

Plan Commission Member

Department

Plan Commission

Description of Work

General Statement of Duties

Review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council; approve Subdivisions; Enforce Zoning Law and Ordinance and Commission's Decisions and orders; All duties set forth, from time to time, in Town Code Sections 155.029 and 155.032; Attend and participate in Commission meetings

Supervision Received

Plan Commission President for procedural issues.

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:

- Attend, prepare for, and actively participate in all meetings of the Commission
 Work with members to review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council; approve Subdivisions; Enforce Zoning Law, Ordinance, and Decisions and Orders of Commission

Position Requirements

Appointment to Position

Education/Experience

High School education or GED, four year degree preferred

Special Knowledge, Skills, or Abilities

- 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.