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.