



## **Mendon City Corporation**

P.O. Box 70 | Mendon, UT 84325 | (435) 753-3449 | [www.mendoncity.org](http://www.mendoncity.org)

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### **POSITION AVAILABLE**

#### **Mendon City Planning & Zoning Clerk**

The Clerk for the Planning & Zoning Commission will work closely with the Chair and Commission members and will be responsible for ensuring the smooth operation and progress of the work of the Commission. Hours may vary, but average 15 hours per week.

#### **Duties & Responsibilities:**

- Schedule, coordinate, and attend Commission meetings, including regular monthly meetings\* as well as ad hoc Commission work meetings and design consultation review meetings with citizens.
- Compile agendas, write minutes, and record Commission meetings.
- Post Commission meeting documentation per the Utah Open and Public Meetings Act
- Collect, process, and organize documentation for Commission meetings.
- Maintain the records and files of the Commission.
- Research and compile background data for topics and issues related to planning and zoning in the City.
- Receive inquiries from the public and City employees/officials and respond in a timely fashion, directing information to the appropriate individual, if necessary.
- Interpret and explain City ordinances and code in a professional and courteous manner.
- Build and maintain positive working relationships with other City employees/officials and the public, utilizing principles of good customer service.

#### **Skills & Qualifications:**

- Excellent written, verbal, and interpersonal communication skills with proficient knowledge of the English language, spelling, grammar, and punctuation.
- Superior attention to detail.
- Knowledge of City policies and municipal procedures, in particular City Zoning Code, the Subdivision Ordinance, and the General Plan.
- Experience using technology including scanners, tablets, audio/visual equipment, and software such as Microsoft Word, Excel, Outlook, and SharePoint, as well as the Utah Public Notice website and Municode.
- Knowledge of records management, including document retention policies.

#### **How to Apply:**

Submit your resume with cover letter via email to [cityclerk@mendoncity.org](mailto:cityclerk@mendoncity.org) or mail to Mendon City, P.O. Box 70, Mendon, UT 84325.

Starting Pay: \$11.00 per hour

Position open until filled

\*Regular monthly meetings of the Planning & Zoning Commission are held the second Wednesday of the month at 6:00pm.