

**EMPLOYMENT OPPORTUNITY – Town of Lysander**  
**Planning, Zoning and Code Enforcement Clerk (Clerk II)**

The Town of Lysander is accepting applications for one (1) Clerk II position in the Planning, Zoning and Code Enforcement Department. This is a non-competitive (no exam required) Civil Service position subject to Town Board appointment under Onondaga County Civil Service rules. There is no residency requirement.

**Salary:** \$49,000 to \$52,000 annually

**Minimum Qualifications**

Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of paid full-time (or part-time equivalent) experience involving general office clerical work and regular public contact, such as counter or front-desk work. Must possess excellent customer service skills.

**Preferred Qualifications**

- Associate's degree from an accredited college
- Clerical experience in a municipal or governmental setting
- Knowledge of zoning regulations, land parcels, planning processes, and fee schedules
- Experience working with applications, permits, and public inquiries

**Description of Duties**

This is a clerical position responsible for providing administrative and customer service support to the Planning, Zoning, and Code Enforcement Department. Duties include, but are not limited to:

- Assisting the public by responding to inquiries and providing information
- Accepting, reviewing, and processing applications, permits, and related documentation
- Serving as Clerk to the Planning Board and Zoning Board of Appeals, including attendance at two evening meetings per month
- Preparing minutes of the Planning and Zoning Board of Appeals
- Maintaining records and performing general clerical and administrative tasks
- Working under the general supervision of the Department Head and the Town Supervisor

Submit a resume and cover letter to Kevin Rode, Town Supervisor:

supervisor@townoflysander.org

No phone calls.