

**THE POSITION OF SECRETARY to**  
**The Design Review Board and Historic Preservation Commission**  
**of the Village of New Paltz**

The **Design Review Board and Historic Preservation Commission (DRB-HPC)** is a volunteer community body comprised of five members and up to two alternates. The DRB-HPC's charge includes reviewing architectural designs for renovations and new projects in many parts of the Village of New Paltz, working to preserve the community's architectural history, and supporting a variety of design- and preservation-related initiatives, including an annual art show.

The position is part-time, approximately 300 hours per year (about 25 hours per month). Salary and benefits will be commensurate with prior training and/or experience.

The ideal candidate will possess excellent organizational, interpersonal, and writing skills. Accuracy in record keeping, care in meeting deadlines, logical sequencing of tasks, and courteous engagement with the public and with Village employees are essential qualities for this position. Although much of the work can be done on a flexible schedule, the position requires daily or near-daily monitoring of the DRB-HPC's email account, as well as attendance at monthly meetings. It also requires careful adherence to deadlines, some of which are legal mandates.

The secretary works with the DRB-HPC Chair to plan and organize materials for 10-12 monthly meetings per year, which begin at 7:00 p.m. and typically last 90-120 minutes. With the DRB-HPC Chair, the secretary prepares meeting agendas for advance distribution and posting, collects and distributes materials, and coordinates with applicants. Meetings are held in person, streamed live, and recorded. Prior familiarity with Zoom and YouTube would be helpful, but we are willing to train. The secretary sets up the Village's YouTube and Zoom feeds, then monitors Zoom for online comments or questions from the public, and takes detailed minutes of the meeting. Draft minutes are prepared for the DRB-HPC's approval at the following meeting.

Between meetings, the secretary serves as the primary liaison for DRB-HPC communications with the public, relevant state agencies and national organizations, members of the DRB-HPC, and Village boards and officials, in particular the Planning Board and Building Department staff. As needed, the secretary coordinates with the Village Clerk and Treasurer to order supplies and process invoices.

With the Chair, the secretary keeps records for and aids in the preparation of the DRB-HPC's annual budget and its annual and quadrennial reports to the State Historic Preservation Office.

**To apply: send a detailed cover letter and current resumé to Thomas G. Olsen, DRB-HPC Chair, at [hpc@villageofnewpaltz.org](mailto:hpc@villageofnewpaltz.org). Review of applications will begin February 1, 2025 and continue until the position is filled. Timely applications are encouraged.**

**% of Time**

**Description of Duties**

**65% Monthly Meeting Planning and Management**

- 1) Draft, review with Chair, revise, and distribute monthly meeting agendas.
- 2) Review applications received from the public to determine completeness, including submission of all required supporting materials; follow up with DRB-HPC members, Building Department, Planning Board, and applicants, as necessary.
- 3) Ensure timely distribution of materials to be addressed at meetings. Attend and record meetings; draft and distribute minutes.
- 4) Track and report to the Chair any business of the Planning Board and Zoning Board of Appeals that may concern the DRB-HPC.
- 5) Post-meeting follow-up with Building Department, applicants, Planning and Zoning Boards, as necessary, including all required correspondence.
- 6) Track open cases and work closely with the Building Department and other agencies, as required, to ensure that applications are processed in a timely manner and that all records are complete, correct, and up to date.
- 7) Maintain a filing system for agendas, minutes, grants, and other paper and electronic documents.

**25% Manage Public Outreach**

- 1) Prepare and submit to newspaper any necessary press releases, legal notices or other public notices; aid applicants in distributing public hearing notices to neighboring property owners.
- 2) Compose and distribute correspondence or other written notice of DRB-HPC decisions, including certificates of appropriateness, landmark designations, and recommendations to the Building Department, Planning Board, Zoning Board of Appeals, and Village Trustees.
- 3) As needed, use the Building Department copier to duplicate and distribute materials to DRB-HPC members and others (Building Inspector, Village Clerk, etc.), as required.
- 4) Prepare the annual calendar of meetings, including associated application submission dates, and an annual letter to Historic District property owners and owners of landmarked properties.

**10% Support and Manage the Usual Business of the DRB-HPC**

- 1) Provide administrative support as necessary for normal business and special projects/initiatives undertaken by the DRB-HPC, including but not limited to the annual art show, conferences, workshops, and occasional programs.
- 2) Retain records for and assist the Chair in preparing the DRB-HPC's annual budget, annual report, quadrennial report, and other business that may come before the DRB-HPC.
- 3) Assist the Chair and occasionally others in the administration of grants, including preparation of interim and final reports, and in retaining necessary records.
- 4) Track and distribute materials by email and occasionally paper, as needed.
- 5) Order supplies and materials, and process required purchase orders, as needed.