

TOWN OF HILLSDALE
HILLSDALE AVAILABLE POSITIONS

Please send all inquiries by mail to: townclerk@hillsdaleny.com
Please see descriptions below.

BOARD OF ASSESSMENT REVIEW

Board of Assessment Review (BAR) Member

Term: Present - 9/30/2029

Board of Assessment Review (BAR) Member

Term: Present-9/30/2025

PLANNING BOARD

Planning Board Secretary

Planning Board Member

Term: 1/1/25 - 12/31/31)

Planning Board Member

Term ending 12/31/29

Planning Board Alternate

ZONING BOARD

Zoning Board Member

(Term: 1/1/25 – 12/31/29)

OTHER

Town Custodian

CONSERVATION ADVISORY COUNCIL (CAC) Member

DECSRIPTIONS:

BOARD OF ASSESSMENT REVIEW

Board of Assessment Review (BAR) Member

Term: Present - 9/30/2029

Board of Assessment Review (BAR) Member

Term: Present-9/30/2025

The BAR is the first step in contesting a property's assessed value. BAR members must be impartial and objective in their determinations. They must also understand different types of property value, such as investment, market, and construction value. New and reappointed BAR members must attend a training session before Grievance Day (the fourth Tuesday in May).

The members of the BAR are charged with the responsibility to get all the facts, apply appropriate laws and reasoning to the facts in a fair manner. Accordingly, each member of the board of assessment review should possess the following qualifications:

Possess knowledge and understanding of the residential real estate market values, trends and participants in the Town of Hillsdale.

Understand the different types of value (investment value, market value, construction value, etc.) and apply this knowledge to ascertain the ad valorem value of the property being grieved.

Able to read and interpret a real estate appraisal to make a determination regarding the property value of the subject property.

Ensure assessments are reviewed fairly and accurately.

Judicial temperament, patience, and tact.

Provide a fair hearing.

Safeguard the constitutional guarantees of due process of law.

Withdraw from a case where he/she deems themselves disqualified by reason of personal or business relationships or interest.

Please send all inquiries by mail to: townclerk@hillsdaleny.com
PLANNING BOARD and ZONING BOARD

Planning Board Secretary

Applicants are sought for a Planning Board Secretary to perform a variety of clerical tasks for the Hillsdale Planning Board. Duties include attending a monthly meeting of the Planning Board and taking minutes, keeping track of applications, assuring that applicants have necessary documents in order to meet with the board, creating a monthly agenda, and collecting fees. Training on pertinent software will be provided.

This position requires about 20 hours per month, most of which can be completed from home. Please send all inquiries by mail to: townclerk@hillsdaleny.com

Planning Board Member

Term: 1/1/25 - 12/31/31)

Planning Board Member

Term ending 12/31/29

Planning Board Alternate

Zoning Board Member

(Term: 1/1/25 – 12/31/29)

The Town of Hillsdale Seeks Applications for Planning Board, Planning Board Alternate, and Zoning Board of Appeals.

The Town is currently seeking letters of interest and resumes for Members and Alternate Members to serve on the Hillsdale Planning Board and Zoning Board of Appeals. Members are appointed by the Town Board.

The following criteria is required to apply:

- Applicants must be a Town resident above the age of 18 years old.
- Submission of a Letter of Interest and Resume. The Letter of Interest must specify which position(s) the applicant seeks, whether: (a) Planning Board Member; (b) Planning Board Alternate Member; or (c) Zoning Board of Appeals Member.

- Following appointment, attendance at required trainings and compliance with all applicable laws.

The Planning Board currently meets on the Second Monday of the month at the Hillsdale Town Hall.

The Zoning Board currently meets first Tuesday of the month in the Town Hall at 7:30 pm.

Please send all inquiries by mail to: townclerk@hillsdaleny.com

TOWN CUSTODIAN

Applicants are sought for an experienced maintenance person to perform a variety of tasks Town Hall including painting and light carpentry, minimal handyman duties. Plumbing and electrical knowledge is a plus.

The position is on an as-need basis 5 hours a month (variable). The employee must hold a valid NYS driver's license and reside in or near the town of Hillsdale.

Please send all inquiries by mail to: townclerk@hillsdaleny.com

CAC Member

The Hillsdale Town Council and Conservation Advisory Council (CAC) are accepting applications to fill a vacancy on the CAC. The CAC is a five-member advisory body that gathers and disseminates information, conducts research and makes recommendations to the Planning Board, Zoning Board of Appeals, and Town Council on matters related to the development, management, and protection of natural resources. Eligible applicants must reside in the Town of Hillsdale and have a strong interest in the mission of the council, the time and willingness to work on CAC tasks, and the ability to work cooperatively with other CAC members and town agencies. Knowledge and experience in the environmental sciences, land use planning, engineering, or environmental law are preferred but not required. Members are appointed by the Town Council for two-year terms. This is a volunteer position for which there is no compensation. Applications should include a resume and a cover letter that briefly describes the applicant's relevant qualifications and

the reasons for their interest in the CAC position and should be submitted to:
TownInfo@hillsdaleny.com.