

NOTICE OF VACANCY

Date of Notice: January 14, 2015

Position: **Part-Time Administrative Assistant (Planning & Building)**

Pay Range: \$16.53 – \$22.02/hour (14 steps)

This position is responsible for multiple administrative functions specific to the planning and building departments. Provides general information and assistance to contractors, engineers, surveyors, developers, lawyers, real estate persons, general public, town staff, volunteer board and committee members and others in regards to local zoning ordinances, subdivision and site plan review regulations, local and state wetlands regulations, floodplain information, general building codes, permitting procedures and general town and state information. Provides administrative services including processing building permits and land development applications and submitting monthly building permit reports to department heads and state agencies. Schedule appointments, answering phone calls, copying documents, faxing information, filing, preparing mailings, running mail through postal machine and assisting with legal notice postings per state regulations.

Requirements/Qualifications: Level of competency commonly associated with an associate's degree with additional education or training in computer operations, business, environmental studies or related occupational field. Experience of three to five years, preferably in a municipal environment; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

Applications Available: <http://exeternh.gov/hr/employment-application>

Email or mail application to: dcisewski@exeternh.gov

Human Resources
Town of Exeter
10 Front Street
Exeter NH 03833

Closing Date: Open until filled

Anticipated Appointment: ASAP

The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.