



JOB POSTING
TOWN OF WRENTHAM
ADMINISTRATIVE ASSISTANT – LAND USE (PART TIME)

The Town of Wrentham is seeking a detail-oriented administrative professional to provide administrative and recordkeeping work for the Director of Planning and Economic Development with meeting preparation, minutes and recordkeeping of Planning Board, and Zoning Board of Appeals meetings.

Duties include but are not limited to: Attends Planning Board and Zoning Board meetings as required; takes meeting minutes; transcribes, distributes and posts minutes on department webpage; makes copies of minutes and files copies in project's file folders and with Town Clerk. Prepares and files the Planning Board and Board of Appeals agenda; distributes agendas to all parties involved; posts agenda on Department's webpage. Maintains a calendar for each application to ensure that hearings and decisions are done within the legal timeframe. Accepts permit applications; records and deposits payments. Assists with department coverage in Planning Department as needed requiring resourcefulness and customer service skills. Files project information and maintains filing system in orderly and organized fashion. Processes requests received through the Freedom of Information Act; ensures that information is issued within the legal timeframe. Utilizes strong customer service skills to provide information and assistance to property owners and other interested parties; in person, over the phone and online. Refers calls to appropriate personnel. Assists with website updates; social media messaging. May serve as backup to Land Use Specialist for office or meeting coverage. Performs similar or related work as assigned, directed or as situation dictates. Regular attendance at the workplace is required.

Qualifications and Experience: Associates Degree preferred. One to three years prior administrative experience. Ability to successfully pass Town of Wrentham background check. Knowledge of office practices and procedures. Ability to communicate effectively with the public, coworkers, vendors, other employees, other departments, officials, and other agencies. Ability to maintain detailed minutes, postings and department records. Proficient computer skills and excellent organizational skills required.

Schedule: 19 hours per week primarily Wednesday – Friday.

Salary: Part-time, non-benefit, union position. Hourly rate \$20.57- \$26.74.

Ways To Apply: [CLICK HERE TO APPLY](#) or Email Resume and Cover Letter to HR@Wrentham.ma.us or send via post to Human Resources 79 South Street Wrentham, MA 02093 **by August 5, 2021.**

POSTED: JULY 16, 2021

Equal Opportunity Employer

The Town of Wrentham accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.