

ADMINISTRATIVE PLANNING ASSISTANT

Town of Middleborough

Town of Middleborough is seeking an experienced and energetic candidate for the full time (40 hour/week) position of Administrative Planning Assistant. This position reports to the Town Planner and is responsible for initial contact with residents or developers relative to requests for zoning information, permitting process, coordinating construction observation/inspections, drafting permits, etc. Also acts as liaison between an individual or neighborhood group, developer and Board/Commission to provide an understanding of a project and its process. Will be responsible for coordinating, managing, administering and organizing all aspects of construction projects within the Planning Department as well as assisting with any other departmental tasks.

Bachelor's Degree in Project Management, Construction Management or Construction Science preferred and at least three (3) years' experience in a related field or similar experience required. Associate's Degree and five (5) years' experience or an equivalent combination of education and experience may be substituted. Past experience in a municipal planning department is highly desired.

Successful candidate must have excellent writing skills with a focus on technical detail, interpersonal communication, problem solving, and ability to read and understand engineering plans, interpret regulations fairly and tactfully, strong organizational and computer skills and the ability to simultaneously manage multiple projects with minimal supervision. Salary - \$62,499.84 – Step 1 - established by Town of Middleborough General Municipal Employees Group (GMEG). Send cover letter and resume to:

Leeann Bradley, Town Planner
Planning Department
20 Center Street
Middleborough, MA 02346
BradleyL@middleborough.com

Candidates are encouraged to apply promptly, since applications will be considered as they are received and until the position is filled. EOE