



*Town of
Wolfboro*

Planning and Development

**POSITION VACANCY
PLANNING AND DEVELOPMENT
TEMPORARY PART-TIME
ADMINISTRATIVE ASSISTANT**

The Town of Wolfboro Department of Planning and Development is seeking applications for Temporary Part-Time Administrative Assistant (16 hours a week maximum) to serve the Department in February of 2020 and on a Per-Diem/as needed basis beyond.

PRIMARY DUTIES:

- *Serves as receptionist for the department.*
- *Answers the telephone and takes messages and makes appointments as necessary.*
- *Sorts mail for staff.*
- *Schedules inspections for Building Department.*
- *Provides information to contactors and/or homeowners concerning permitting process.*
- *Responds to requests for information relating to Department procedures and activities.*

KNOWLEDGE REQUIRED:

- *Knowledge of modern office practices and procedures.*
- *Knowledge of operations particular to the Department of Planning and Development.*
- *Skill in dealing with the public.*
- *Skill in organizing and prioritizing work.*
- *The ability to perform multiple tasks.*
- *The ability to maintain confidential information.*
- *Skill in operating a computer, copier calculator.*
- *Skill in the use of computer and various spreadsheet, word processing and database software packages.*
- *Skill in oral and written communication.*
- *The ability to maintain a neat appearance.*
- *The ability to maintain a positive and effective working relationship with other departments, employees and the general public.*

EDUCATION AND EXPERIENCE:

A candidate for this position should have a High School diploma or equivalent.

The Town of Wolfboro is an Equal Employment Opportunity Employer.

To Apply:

Candidates should submit a resume to: Town of Wolfeboro, Attention Matt Sullivan,
Director of Planning & Development, P.O. Box 629, Wolfeboro, NH 03894 or by hand to
Town Hall, 84 South Main Street, by 4:00 pm on February 7th, 2020.

Posting Dates:

Town Departments: January 29, 2020

Outside: February 5, 2020

*9 Union Street Post Office Box 629 Wolfeboro, New Hampshire 03894
(603) 569-5970*

