

Town of Canton, Massachusetts
Position Title: Administrative Assistant to the Planning Board
Department: Planning Board/ Human Resources

The Town of Canton, Massachusetts seeks qualified candidates for the position of Administrative Assistant to the Planning Board. Canton is a community of 20,775 and is part of Greater Boston, about 15 miles southwest of downtown Boston. The Town's annual budget is approximately \$82 Million.

Job Responsibilities This position would work under the direction of the Planning Board Committee and offer administrative support to the Human Resources Administrator with the agreement of the Planning Board. The responsibilities of this position shall include: Performing a variety of complex administrative, technical, and fiscal responsibilities including typing, correspondence reports, creating, implementing, and maintaining computer database programs on approved and proposed subdivisions. Provide customer service responsibilities for the office. Maintain office records and reports, scheduling meetings, and appointments, retrieving or creating documents and information as needed to prepare for meetings. Ensure that newly adopted regulations are published and submitted to appropriate authorities. Provides administrative support and assistance to the Planning Board in the preparation of Zoning Articles to be sponsored by the Planning Board at the Annual Town Meeting.

Required Qualifications:

Minimum Entrance Qualifications:

- Associates Degree in business or accounting training

- Three (3) to five (5) years of relevant work experience involving zoning, subdivisions, or site plan review; or an equivalent combination of education and experience.

- This position is required to work outside normal business hours twice a month to attend Board meetings.

Preferred Qualifications/ Required Competencies:

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- A self-motivator who is able to work independently

- Have strong accounting, organization, communication, and customer service skills

Required Competencies:

- Considerable knowledge of State laws, Town by-laws, regulations, policies, and programs as they apply to department operations;
- A working knowledge of office management principles and practices, and computer systems and equipment used by the department.
- Should be able to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions, maintain confidential information;

Salary and Benefits: Salary is competitive and commensurate with skills and experience. The salary range is \$34,816.60 – \$42,333.20. The Town of Canton offers a full benefits package. Information on Town benefit programs, including eligibility is located at www.town.canton.ma.us (under Human Resources)

The Town of Canton strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. Alternative formats of this ad are available upon request for persons with disabilities. The Town of Canton is committed to diversity and equality in employment.

To apply please send cover letter and resume to:

Jody K. Middleton
Human Resources Administrator
801 Washington Street,
Canton, MA 02021.

Deadline: Position open until filled. Applications received by Tuesday, January 17, 2012 shall be given priority.

AA/EEO