



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1145  
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### **Land Use Departments Administrative Assistant**

The Town of Groton is accepting applications for a Land Use Departments Administrative Assistant. This position would be the primary support staff for the Building Department and the Historic Districts Commission (HDC), while assisting all the Land Use Departments as needed. This is a full time forty (40) hour position. The Salary Range for this position is \$23.35 to \$28.59.

Responsibilities include, but are not limited to answering questions and providing information to applicants/contractors, the general public and town employees concerning town policies, rules, and regulations; receiving complaints and responding to complaints appropriately; making appropriate referrals as necessary. Acts as first contact for Building Department and HDC; assists the Land Use Director/Town Planner and Building Commissioner in coordinating permit applications from the time they are submitted until permits have been granted and occupancy permits have been issued. Serves as Department Administrator for on-line permitting software. Attends and records minutes for the HDC.

Candidates must have excellent communication and interpersonal skills as well as the ability to work well under public scrutiny. Ability to work independently and collaboratively is essential. Working knowledge of administrative and bookkeeping techniques, and office information technology. Familiarity with permitting software such as ViewPoint and GeoTMS is a plus. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the Land Use Departments. High School diploma with course work in finance, business, accounting, or a related field, and three years of related experience; experience in a municipal setting desired; or any equivalent combination of education and experience.

To apply, please complete a job application and submit to Melisa Doig, HR Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to [humanresources@townofgroton.org](mailto:humanresources@townofgroton.org). For questions please call 978.448.1145. Job description is available by request. Applications can be found on the Groton Town website, [www.townofgroton.org](http://www.townofgroton.org)

**Application deadline is August 11, 2017**

***The Town of Groton is an Equal Opportunity Employer***