

PLANNING ASSISTANT

TITLE: Planning Assistant

DEPARTMENT: Department of Planning and Community Development (DPCD).

POSITION STATUS: Full-time, non-union position, 35 hours per week with benefits

REPORTS TO: Director of Planning and Community Development, or designee.

SALARY: Up to \$40,000.00 DOQ

DUTIES:

The Planning Assistant is responsible for administrative assistance to a staff of 12 in the department. The position serves as the first point of contact for members of the public seeking information on applications for various boards and commissions, department programs, development projects, and planning studies. Staff support includes mailings to board and commission members, preparing legal notices, abutter notifications, and other related work. Serves as a receptionist, answers telephone calls, opens and distributes mail. Responsible for clerical support, including word processing (Word, Excel, Outlook). Responsible for inventory of office supplies. Maintains files. Creates and maintains databases.

QUALIFICATIONS:

Strong interpersonal and organizational skills and attention to detail are essential. The ability to interact with the public, work on multiple assignments concurrently, and communicate effectively (written and verbal) are necessary. Strong computer abilities. Ability to take meeting minutes a plus. Proficiency in Spanish a plus. At a minimum the candidate should have a high school diploma and three years' experience in an office environment dealing with the public. A Bachelor's Degree and an interest in planning and community development is preferred.

WORK ENVIRONMENT

Duties involve a combination of activities in normal office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Regular use of computer keyboards requiring eye-hand coordination and finger dexterity. While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, and depth perception. The noise level in the work environment is usually moderate.

Any person wishing to apply should forward a cover letter stating qualifications, resume and three references to jobs@salem.com no later than August 18, 2017.

The City of Salem is an EEO/AA Employer

Lisa B. Cammarata, Esq.
Director of Human Resources

DATED: July 24, 2017