

## **CITY OF SALEM, MA NOTICE OF VACANCY PLEASE POST**

**TITLE:** Planning Assistant  
**DEPARTMENT:** Department of Planning and Community Development (DPCD)  
**POSITION STATUS:** Full-time, 35 hours per week, non-union position with benefits  
**REPORTS TO:** Assistant Community Development Director  
**SALARY:** \$40,000, DOQ

### **DUTIES:**

The Planning Assistant is responsible for administrative assistance to a staff of 14 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 managing electronic document repository, preparing legal notices and abutter notifications, sending mailings, assisting with special projects, 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:**

At a minimum, the candidate should have a high school diploma and three years' experience in an administrative support/customer service position. A Bachelor's Degree and an interest in planning and community development is preferred.

Strong interpersonal and organizational skills and attention to detail are essential. 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.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Duties involve a combination of activities in normal office setting. 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 in a typical office setting.

Interested individuals are encouraged to apply to [jobs@salem.com](mailto:jobs@salem.com) no later than 4/22/2021.

City of Salem Human Resources Department; Lisa B. Cammarata, Director  
98 Washington Street, 3rd floor  
Salem, Massachusetts 01970

**DATED:** April 8, 2021

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