



Town of Topsfield

JOB POSTING

SENIOR ADMINISTRATIVE ASSISTANT Planning Board & Zoning Board of Appeals

(Posted April 29, 2022)

- Title:** Senior Administrative Assistant (Planning & ZBA Boards))
- Posted:** April 29, 2022 (*Open until filled*)
- Hiring Rate:** \$22.92 - \$26.24/hour is anticipated hiring range DOQ
- Job Classification:** Grade 5; Non-Union Classification Plan; FLSA Non-Exempt; Personnel Bylaw
- Benefits:** Eligible for health insurance and pro-rated employee benefits
- Schedule/Hours:** 4+/- hours/week; as needed
-
- Summary:** The Town of Topsfield seeks qualified candidates for the part-time non-benefitted position of Senior Administrative Assistant to support the Planning Board and the Zoning Board of Appeals.
- Description:** Provides administrative assistance to committees and commissions involved in planning and land use during meetings, including preparing draft minutes of all meetings, drafting decisions and special permits, prepare meeting information for members, posting agendas, legal/abutter notifications and other administrative duties as required.
- Supervision:** Works under the general direction of the chairmen of the Planning Board and Zoning Board of Appeals with some latitude for independent judgment and action.
- Conditions:** Required to attend evening meetings for Planning Board and Zoning Board of Appeals and remote and/or office work as needed.
- Education:** Bachelor's degree; some experience with land use and community development and related laws preferred; or any equivalent combination of education, training, and experience.
- Deadline:** Applications will be reviewed starting on **Friday, May 13, 2022**. (*Position will remain open and posted on-line until a qualified candidate is hired.*)
- To Apply:** Please submit a letter of interest and resume to The Select Board's Office c/o Debi Morong, 8 West Common Street, Topsfield, MA 01983 or email to dmorong@topsfield-ma.gov (For a full job description, please visit the Town Website at www.topsfield-ma.gov)
- More Info:** Call 978-887-1500 or email dmorong@topsfield-ma.gov with any questions.

Topsfield is an Equal Opportunity Employer