

JOB POSTING
Immediate Opening
Land Use Coordinator
Town of Townsend, MA

The Town of Townsend seeks qualified applicants for the position of Land Use Coordinator. The coordinator is responsible for streamlining the permitting process for applicants regarding the Land Use Boards (Planning, Zoning & Conservation), and other town departments on a variety of land use issues including but not limited to permit flow processes and centralization of land use functions. The successful candidate must have a working knowledge of municipal land use processes including but not limited to special permits, variances, site plan review, subdivision control law, wetlands protection act and Massachusetts General Laws. Must possess strong public relations and interpersonal skills, computer skills and possess excellent written and verbal communication skills. Position requires attendance at seminars and conferences. Position is full time 35 hours per week, Monday through Friday, with some evening hours required for meeting attendance or office hours. Salary range is \$20.32 to \$25.38 per hour, with an expected hiring between \$20.32 to \$21.36 per hour. Previous administrative and supervisory experience preferred with three to five years of previous job-related experience or any equivalent combination of relevant experience and education. Please forward a letter of interest with resume and completed application to James M Kreidler Jr., Town Administrator c/o Selectmen's Office, 272 Main Street, Townsend, MA 01469. Or via email to kmerrill@townsend.ma.us An employment application and detailed job description are available at www.townsend.ma.us. Applications will be accepted until July 14, 2017 or until a suitable candidate is found. The Town of Townsend is an AA/EOE.