



OFFICE OF THE BOARD OF SELECTMEN  
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James M. Kreidler, Jr.  
Town Administrator

TOWN OF TOWNSEND  
EMPLOYMENT OPPORTUNITY  
LAND USE COORDINATOR

The Town of Townsend seeks qualified applicants for the position of Land Use Coordinator. The position is a full/time, 35 hours per week with a flexible schedule to include evening meetings.

*Responsibilities:* The Land Use 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.

*Qualifications:* 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.

*Salary:* The range is \$23.63 to \$24.83 per hour, depending upon experience. This is a Union position subject to collective bargaining agreements. 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 [selectmen@townsend.ma.us](mailto:selectmen@townsend.ma.us) Employment application and detailed job description are available at [www.townsend.ma.us](http://www.townsend.ma.us). Applications will be accepted until a suitable candidate is found. The Town of Townsend is an AA/EOE.