

ADMINISTRATIVE SECRETARY-BUILDING AND ZONING – Grade II

The Town of Sterling is seeking an Administrative Secretary for the Building Department and Zoning Board of Appeals. This individual will be responsible for various clerical and administrative duties, which include, but are not limited to, processing permit applications, scheduling inspections, preparing permits, drafting zoning decisions, scheduling hearings, taking and preparing minutes, maintaining records, and administering the department's budget and payroll. Attendance at some night meetings may be required. Municipal experience preferred, but not required. 25 hours per week. Salary DOQ. Send resume and cover letter to: Town Administrator, Town of Sterling, 1 Park Street, Sterling, MA, or by email to mszlosek@sterling-ma.gov. Open until filled. AA/EEO employer.

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