



Town of Hooksett, NH
ADMINISTRATIVE ASSISTANT (LAND USE) Position

Seeking applicants for a full-time Administrative Assistant (Land Use) in our Community Development Department. Duties include, but are not limited to:

- Assist the public with land use questions
- Act as secretary for land use boards/committees (i.e. Planning Board & Conservation Commission) meeting scheduling, notifications, research, compiling statistical data, etc.)
- Prepare and type a variety of correspondence, reports, and memoranda for departmental operations

Knowledge of Master Plans, Site Plans, and/or GIS functions a plus.

Non-exempt hourly rate up to \$32.77. Teamsters Local 633 Mid-Management position.

IMPRESSIVE BENEFITS PACKAGE to include but no limited to:

- Flextime
- NHRS pension
- ***Town 100% premium paid:***
 - Life Insurance
 - Disability Insurance (short-term & long-term)
 - Medical Insurance (2 of 3 options)
 - Dental Insurance (1 of 3 options)
 - Medical Opt Out Stipend up to \$10,000

Work hours are Monday, Tuesday, Thursday 8:00am-4:30pm. Wednesday 8:00am-6:30pm. Friday 8:00am-12:00pm. Evening meetings as required. Possible overtime if and when needed or required. Location of work at Town Hall, 35 Main Street, Hooksett, NH.

Please submit completed resume and cover letter to: Town of Hooksett Attn: Town Administrator André L. Garron, 35 Main Street, Hooksett, NH 03106 via US Postal mail or hand delivery or via e-mail to townadministrator@hooksett.org . A detailed job description and application (to be completed if interviewed) are available via www.hooksett.org or at Town Hall Administration Dept.

Closing Date: Open until filled.
Equal Employment Opportunity Employer.