



The Office of Planning & Zoning has the following opening:

PLANNING & ZONING OFFICE ASSISTANT

The Town of Newport, NH is accepting applications for the part time position of Planning & Zoning Office Assistant. The hours are Tuesday through Friday, four hours per day, 16 hours per week. Duties include performing clerical work relating to planning, zoning, and various grants for the Planning Administrator. Assisting the building inspector as needed. Responsible for typing, filing, bookkeeping, answering the telephone, greeting the public, attending meetings and other tasks as directed by the Planning Administrator. Additional evening hours as a meeting recording secretary will also be offered. An Associate's degree with at least three years' experience in secretarial work; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Interested, qualified candidates should submit application and resumes to the Planning & Zoning Administrator, 15 Sunapee Street, Newport, NH 03773 (jmagnuson@newportnh.gov).

The Town of Newport is an Equal Opportunity Employer.