



Town of Belmont, NH
Job Posting
Land Use Administrative Assistant

The Town of Belmont is seeking a self-motivated, detail-oriented, communicative, and respectful individual to fill the position of Land Use Administrative Assistant in a fast-paced land use suite. The successful candidate will have extensive knowledge of administrative and clerical duties, municipal and land use functions, and four years of municipal experience. Preference will be given to candidates with minute-taking experience. The Land Use Administrative Assistant will play an integral role in the Town of Belmont organization in anticipating and meeting the needs of the community. Duties include: assisting in counter, telephone, and electronic reception duties; intaking and directing inquiries and property compliance complaints; providing general information and answering standard inquiries on property records and documents; providing guidance to the public regarding ordinances, codes, regulations, and processes; receiving, processing, and reviewing incoming applications for initial completeness; preparing and distributing meeting agendas and packets; producing mailings; attending evening meetings and producing and distributing meeting minutes; preparing permits, reports, correspondence and certificates for review and signatures; maintaining easily accessible paper and electronic files and records in accordance with accepted review standards; and researching, composing, and preparing correspondence and reports as directed.

The ideal candidate would have a minimum of Associates degree in land use, technology, or other related field and four years of experience in a government, building or land use related position; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Preference will be given to candidates with minute-taking experience.

This is a full-time, hourly position in a supportive and collegial working atmosphere with an excellent benefits package. The Town of Belmont is an Equal Opportunity Employer. Complete job description available online at www.belmontnh.gov.

E-mail cover letter, resume, and list of references to Sarah Whearty, Town Planner, at Planner@belmontnh.gov. Resumes and cover letters will be reviewed starting Friday, October 14, 2022, however, the position shall remain open until filled.