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Anticipated Administrative Associate  
Planning Development  
**Grade 5 Starting Step**  
**\$20.00**

*The Town of Wolfeboro is seeking applications for the position of Administrative Associate.*

This position provides moderately complex administrative support and day-to-day office management for the Planning & Development Department. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performing all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Performs general office work, distributes mail, drafts correspondence, orders supplies, and acts as a go-to for general office help.
- Assist customers with Building Department associated permits, zoning descriptions, and land use applications while maintaining records for the Department.
- Answer incoming calls to the Planning and Development Department and directs callers or take messages as appropriate.
- Receives, processes, and reviews all land use applications and Building Department permit applications to prevent delays in the process.
- Provide administrative support to all land use boards including, but not limited to, processing applications, board meeting preparation, meeting material distribution, postings of agendas and public notices, verifying abutter addresses both through the Town's GIS and Avitar database, mailing abutter notices, and tracks Notices of Decision conditions of approval, maintains and manages appointment and meeting schedule for Annex meeting room.
- Maintains the meeting calendar for Great Hall and manages the setup and cleaning of the Great Hall before and after each event.
- Coordinates schedules with the maintenance person to ensure needed repairs and maintenance are carried out at the proper time.
- Manages filing system and handles all record maintenance for the Planning and Development Office.

POSTING DATE: January 17, 2025

CLOSING DATE: February 14, 2025, at 4:00 PM.

**Please submit a Resume and/or Letter of Interest to the Human Resource's Office preference will be given to applications received by 4:00 pm on February 14, 2025, but position will remain open until filled.**

Attn: Michele Chamberlain  
PO. Box 629 Wolfeboro NH, 03894

or via hand delivery or via e-mail to [hrcordinator@wolfeboronh.us](mailto:hrcordinator@wolfeboronh.us)