



Planning and Zoning Administrative Support Specialist

The Town of Benson is seeking a highly motivated professional to fill the role of Planning and Zoning Administrative Support Specialist. The ideal candidate will have strong organizational skills and a proven ability to perform a variety of administrative, secretarial and office management duties.

Duties will include planning and organizing the administrative work flow of the office, handling public requests for services and information, and working closely with the Planning Director in budgeting for, purchasing and procuring materials for the department.

This role will also:

- prepare brochures, fliers and other materials;
- type correspondence, memos, minutes reports and other documents;
- maintain databases regarding the Planning Board, Board of Adjustment and other committees;
- assist in the preparation of agenda and attachments as well as disseminating such materials;
- assist the Planning Director in clerical duties relating to enforcement actions; and
- gather supplies and materials for meetings as well as assist with meeting set up, operations and clean up.

The successful candidate must be tactful, courteous, and detail oriented. This position requires significant public contact and will be under the general supervision of the Planning Director. The successful candidate will perform other related duties as required. Some evening hours will be required.

Desired qualifications: Graduation from high school including or supplemented by courses in office practices and some considerable related experience, including some experience working with the public; or an equivalent combination of education and experience.

Salary and benefits: The salary range for the position is **\$28,001 - \$43,402**, and benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) contribution, 12 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives.

This position is open until filled. Applicants must submit a Town of Benson Application and resume. The Town of Benson application can be picked up at Town Hall or printed from the Town's website: <http://www.townofbenson.com/2201/Employment>. **Applications and resumes must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Scott Tart, Town of Benson Human Resources Director, at start@townofbenson.com.**

The Town of Benson is an equal opportunity employer.