

TOWN of
ANDOVER
P.O. Box 61
Andover, NH 03216-0061
(603) 735-5332

Incorporated 1779



PLANNING BOARD

Planning and Zoning Coordinator

The Town of Andover, NH is seeking to fill the new position for a Part-time Planning and Zoning Coordinator. Minimum requirements include a background in planning and zoning. The candidate should have experience, education, or employment in a municipality or the equivalent.

Responsibilities may include:

1. Collaborative work with the town administrative offices and the Planning and Zoning Boards;
2. Receive applications and fees, review for completeness and give to the Planning or Zoning Board Chair;
3. Maintain the Planning and Zoning Board network pages on the town's Web-site, including:
 - a. posting agendas and minutes;
 - b. posting the current Zoning Ordinance and other regulations and ordinances administered by the Planning Board; and
 - c. maintain instructions and application forms for applicants.
4. Create edit and format electronic versions of Planning Board documents – such as ordinances and regulations for use by board members and the public;
5. Attend Planning Board meetings to assist in drafting and editing documents;
6. Assist with delivering correspondence between the Board of Selectman, Town Administrator, and Planning and Zoning Boards; and
7. File correspondence, applications, review of completeness and give to the appropriate chair or town official.

Send a resume and cover letter to:

Town Administrator
Town of Andover
PO Box 61
Andover, NH 03216

This position is for 20 hours a week and pays \$13.50 per hour. This position reports to the Town Administrator. The candidate shall have:

- Excellent Communications skills, both written and verbal, with the ability to be responsive, resourceful and relationship orientated;
- Decisive and service-oriented skills to navigate multiple projects and deadlines with ease; and
- Skills in Microsoft Office applications and Web editing.

The Town of Andover is and Equal Opportunity Employer.