



Administrative Assistant - CD

Job Posting

The City of Mason has an opportunity for a Part-Time Administrative Assistant position in our Community Development Department. This position will provide administrative and clerical support to the Community Development Director. Will serve as the general office manager and is responsible for assisting applicants, processing development applications, scheduling meetings, hearings, and inspections, and coordinating distribution of correspondence and materials.

The ideal candidate will have the following knowledge, skills and education:

- Ability to work independently
- Ability to attend evening meetings periodically
- Enthusiasm for working with the public and in a team-oriented environment
- Knowledge of community affairs
- Strong verbal and written communication
- Ability to operate standard office equipment (computers, copiers, fax, etc.)
- Basic computer skills (word processing, spreadsheets, email, etc.)
- Prior experience in office environment preferred.
- Exceptional Attention to Detail
- High School Education or equivalency paralegal or college degree preferred.

The position starts at an hourly rate of \$13.00- \$14.00 per hour and works approximately 20-25 hours per week.

To Apply, submit a completed application and a letter of interest. Visit our website at www.mason.mi.us to obtain additional information and the required application materials.

Submit by: Friday, January 8, 2021

Submit to: City of Mason
Human Resource Department
201 W. Ash Street
Mason, MI 48854

via Email: sarahj@mason.mi.us
(PDF Format Only)

Questions? Sarah Jarvis,
Clerk/Employee and Customer
Engagement Director
(517) 676-9155
sarahj@mason.mi.us

The City of Mason is an Equal Opportunity Employer.

