



# EMPLOYMENT POSTING

## ADMINISTRATIVE ASSISTANT – COMMUNITY DEVELOPMENT

Posting Date: Friday, May 3, 2019

Closing Date: Friday, May 17, 2019

Department: Community Development  
Supervised by: Community Development Director  
Bargaining Unit: Non-Union  
Status: Part-Time (20-25 hours per week)  
Starting Pay: \$13.00 - \$14.00/ Hour

The City of Mason will accept applications for the position of Community Development Assistant under the supervision of the Community Development Director. Applications and job descriptions are available on the City of Mason website ([mason.mi.us](http://mason.mi.us)) and in the Clerk/HR office at City Hall, 201 West Ash, between the hours of 8 am and 5 pm.

This position will provide administrative and clerical support to the Community Development Director. The Community Development Assistant serves 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.

This position is part-time 20-25 hours per week. The position requires a high school education or equivalency, paralegal certificate or college degree preferred. Clerical, Geographic Information System (GIS), Adobe Acrobat Pro, BS&A Software experience would be preferred.

To apply, submit a letter of interest, resume, and a completed City of Mason Application for Employment to: Human Resources, Mason City Hall, 201 West Ash Street, Mason MI 48854. Include "CD-Administrative Assistant" on the envelope. The job posting, job description, and Application for Employment can be accessed at: [www.mason.mi.us](http://www.mason.mi.us) Application materials may also be sent to [sarahj@mason.mi.us](mailto:sarahj@mason.mi.us). Include "CD-Administrative Assistant" in the email subject line or heading. This posting will close at 5:00 p.m., Friday, May 17, 2019.