

# Employment Opportunity

## Park Township

### Community Development Department Assistant

STATUS: Full-Time

SALARY RANGE: \$46,000 to \$60,000

OPENING DATE: Immediate

FIRST REVIEW DATE: February 23, 2024

CLOSING DATE: Until Filled

**Exciting Opportunity:** Full time department assistant in Park Township's local government to work under the direction of the Building Official and Community Development Director.

**What You'll Do:** As a Department Assistant, you'll be the backbone of our Community Development Department, providing essential administrative support. Your role will involve a diverse range of tasks, from responding to inquiries and issuing building permits to maintaining accurate records and reports. Get ready to be at the heart of local government in Park Township.

**What We Are Looking For:**

- Minimum high school diploma
- Previous administrative support experience
- Comfortable using Word and Excel; knowledge of BS&A a plus
- Ability to operate standard office equipment
- Knowledge of zoning, land use, or construction is helpful but not required (we value learning and personal/professional growth)
- Experience reading maps and construction documents or eager to learn
- Bi-lingual skills helpful but not mandatory
- Excellent communication skills, patience, and tact

Apply now and begin a career in local government. Submit your resume, cover letter, and [application](#) to [jnorthrup@parktownship.org](mailto:jnorthrup@parktownship.org) or to Julie Northrup, Park Township Office, 52 S. 152<sup>nd</sup> Ave, Holland, MI 49424.