

Code Enforcement/Planning Board/ZBA Secretary

The Town of Waterboro is accepting applications for a 32 hour per week secretarial position. This person primarily provides administrative support to the Code Enforcement Officer, attends and supports all Planning Board and Zoning Board of Appeals meetings, and performs other Town Hall duties as needed. Requirements include excellent customer service and communication skills and very strong Microsoft Office Suite applications knowledge and experience. Health insurance is available and the wage range is \$12-\$15 per hour. For a complete job description, please call Town Administrator Gary Lamb (207-247-6166, ext. 100) or email to administrator@waterboro-me.gov. Applications consist of separate cover letter and resume and should be received at Town Hall by 4pm Wednesday March 12th. While electronic submissions are strongly encouraged, hard copies can be mailed to: CEO Secretary, 24 Townhouse Road, East Waterboro, ME 04030.