



Town of Wenham

Administrator's Office
138 Main Street / PO Box 576
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: Planning Coordinator

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to plombardi@wenhamma.gov or mailed/hand delivered to:

**Wenham Town Hall
Town Administrator's Office
138 Main St / PO Box 576
Wenham, MA 01984**

Submittal Deadline: Monday, April 4, 2016 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

PLANNING COORDINATOR

Status: Permanent / Full-time
Department: Planning
Start Date: Negotiable
Compensation: Starting rate from \$27.50 to \$34.38/ Hr.
Requirements: Bachelor's degree in planning, engineering, public administration, geography, or similar field of study with five to seven years of experience in a related field or any equivalent combination of education and experience. Master's degree can account for two years of experience.

Job Description: Position provides technical and administrative support to the Planning Board and Zoning Board of Appeals on all development proposals and land use permits, and administers and enforces the Massachusetts Wetlands Protection Act and the Wenham Water Resources Protection Bylaw in cooperation with the Conservation Commission. Coordinates strategic land use planning initiatives and provides all related administrative duties, including support for Open Space and Recreation Plan and Master Plan activities.