

# **Mount Holly**

## **Administrative Officer and Planning Commission Clerk Needed**

The Mount Holly Planning Commission is looking for a strong candidate to serve as our Planning Commission Clerk and to nominate for the position of Administrative Officer for the Town of Mount Holly.

This position will serve the community by helping to administer permits for our land-use bylaws, manage administrative tasks, and work with the Planning Commission to provide customer service to the public. This position will perform work requiring clerical skills, public relations, email and word processing, records management, and should be able to work with minimum supervision.

The position is up to 10 hours per month (hours are flexible and can vary weekly), with the opportunity for the position to be done partially remote (a portion of the work will need to be done on location at the town office). Attendance at regularly scheduled meetings is required, which are held every third Monday of the month at 7 pm. Pay is competitive.

Do you have great organizational skills and have a desire to help your community?

Email a letter of interest and your resume to the Planning Commission at [planningcomm@mounthollyvt.org](mailto:planningcomm@mounthollyvt.org).