

# **TOWN & VILLAGE OF LUDLOW, VERMONT PLANNING & ZONING ADMINISTRATIVE ASSISTANT**

The Town of Ludlow Planning & Zoning Department has an immediate opening for the position of Administrative Assistant to the Planning and Zoning Department. This is a part-time position, working 25-30 hours per week under the general direction of the Zoning Administrator.

Principal duties include a variety of administrative, clerical and professional work with a degree of difficulty, responsibility and confidentiality. Candidate will assist the Director to carry out planning and zoning functions and other related tasks, must possess excellent computer and typing skills and have the ability to establish and maintain working relationships with employees and the general public.

Minimum qualifications include an Associate's Degree in secretarial or business administration with three-years' experience in secretarial and administrative work or equivalent work/life experience.

Interested candidates should submit a Town employment application available at the Ludlow Town Office, 37 Depot Street, Ludlow, VT 05149 or online at [www.ludlow.vt.us](http://www.ludlow.vt.us) and send to [tmanager@tds.net](mailto:tmanager@tds.net). Applications will be accepted until position is filled. The Town & Village of Ludlow is an equal opportunity employer.