

# THE TOWN OF CARROLL

## **LAND USE & COMMUNITY DEVELOPMENT COORDINATOR PART-TIME POSITION AVAILABLE**

The Town of Carroll is looking for a high energy, “people” person with a positive attitude! Applicants should be detail oriented and highly organized. Excellent communication skills, strong personality and the ability to handle difficult customers while maintaining a professional attitude are assets highly recommended for this position.

Being computer savvy and multi-tasking is also a must.

Duties will include but are not limited to: performing a variety of clerical and administrative work in keeping official records, providing administrative support to the Building Inspector, Planning and Zoning Boards, including the recording of their monthly meetings and assisting in the administration of the standard operating policies and procedures of the Town.

### MINIMUM QUALIFICATIONS REQUIRED

High school diploma with two to three years experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Competitive Wages

Accrued Paid Time Off (holidays, vacation, sick time)

Download Application from Town Website: [www.townofcarroll.org](http://www.townofcarroll.org),  
email [Selectmen@townofcarroll.org](mailto:Selectmen@townofcarroll.org) or call 603-846-5754.

Applications can be returned to:

Town of Carroll

92 School Street, PO Box 146

Twin Mountain, NH 03595

EOE