



TOWN OF MILTON, VERMONT 05468-3205

TOWN MANAGER • 43 BOMBARDIER ROAD • 802-893-6655 • FAX: 893-1005

Employment Opportunity **Full-Time Administrative Assistant II** **Public Works/Planning & Zoning Departments**

The Town of Milton, Vermont has a great opportunity for a full-time Administrative Assistant. Frontline, first point of public contact for the Public Works, Planning, Development Review and Zoning departments. Facilitates the work of these departments by performing a wide variety of administrative, clerical, receptionist, filing, writing, scheduling, and departmental support duties in addition to special projects assigned by the Public Works Director, Planning Director, Zoning Administrator, or their designee.

Work often involves public contact, communication and effective coordination with other Town departments and outside organizations. Work requires the exercise of judgment, initiative, and discretion based on knowledge of administrative or operating policies and procedures as well as a familiarity with all public works/planning/zoning regulations. Specific direction for performance is required only for special assignments. Work is reviewed for achievement of desired results, adherence to policies and procedures, proficiency of computer skills, proficiency of written and verbal communication skills, and accuracy of advice given to public.

This is a 40 hour per week position that reports to the Public Works Director. Schedule is Monday through Friday 8:00 a.m. to 5:00 p.m. Hourly pay range is \$20.50 - \$22.80, based on skills and experience.

The full job description and details regarding Town of Milton generous benefits package may be viewed at www.miltonvt.gov/employment.

To apply, send your resume, cover letter and a Town of Milton job application ([available for download here](#)) to John Bartlett, HR Director via email at jbartlett@miltonvt.gov via confidential fax at 802-891-8098 or mail to John's attention at Town of Milton, 43 Bombardier Road, Milton, VT 05468

The Town of Milton, VT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Town of Milton, VT complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Milton, VT expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Town of Milton, VT's employees to perform their job duties may result in discipline up to and including discharge.