

LIBERTY TOWNSHIP PART-TIME ZONING SECRETARY

Liberty Township is seeking candidates for the part-time position of Zoning Secretary. This position reports to the Zoning Inspector and performs work for the Township Zoning Department and the zoning boards. The position requires an average of 25 hours per week with flexible hours, attendance at evening meetings (2 to 3 per month) of the Township's Zoning Commission and Board of Zoning Appeals is required. Responsibilities include preparing accurate meeting minutes, assisting residents and visitors to the Zoning Office, general administrative office work and secretarial support in the Zoning Department. This position is the main customer contact for the Zoning Department and must have exceptional customer service skills both in person and on the phone. Previous experience with preparing board minutes is preferred. Required experience includes Microsoft Word, excellent organizational and communications skills and professional image. The successful applicant will be courteous and enjoy working with people. The pay range is \$15 - \$16 per hour. The complete job description is available at www.libertytp.org. EOE

Please submit a Township application and/or resume with qualifications, and references to Liberty Township HR Specialist, 10104 Brewster Lane, Suite 125, Powell, Ohio 43065. Position is open until filled.

