

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE SELECT BOARD

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## JOB POSTING

### ***Business Administrator I – Building/Zoning department***

The Southborough Building Department seeks qualified applicants for a FT Department Assistant. Position requires knowledge of Mass. General Laws, related municipal policies, Building/Zoning codes and office operations. Must be a graduate of high school, have five years' work experience in an administrative setting and/or one to two years of college.

Duties include assisting the public with inquiries, accepting building permit applications and issuing permits for wiring, plumbing, gas, as well as other departmental permits; maintaining all department records; and filing/scheduling department inspections; as well as other responsibilities as assigned by the Building Commissioner. Applicant must have the ability to appropriately deal with the general public, local officials and employees, with a focus on superior customer service delivery. Excellent technology skills are required; knowledge of all MS Office programs and online permitting preferred. Pay range begins at \$25.88/hour. Applications received by September 8, 2023 will receive preference. Apply online by sending a cover letter and resume to [personnel@southboroughma.com](mailto:personnel@southboroughma.com).

*The Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local law*