

Wanted: Planning Assistant, Duluth Township

Duluth Township is seeking a Planning and Zoning Assistant for a minimum of 6 hours/week. Responsibilities include assisting in the gathering of information, review and the processing of applications which fall under the Townships Zoning Ordinance. An understanding of the townships long term planning goals is essential.

Minimum of a high school diploma or GED with experience in planning and zoning. Preferred qualifications include: Bachelor's or Master's degree in natural sciences, social sciences, planning or equivalent experience; computer literacy; attention to detail; and knowledge of zoning and land use issues.

Training will be under the direction of the Planning Director. Individual must have personal communication skills which allow them to work with Township Staff as well as the general public. In time this person will take over the Planning Director's position.

Salary will be commensurate with experience. Starting date is January 1, 2022. Please email resume and a cover letter to TownClerk@duluthtownship.Org by November 25, 2021.

For complete job description, visit the Duluth Township website:
www.duluthtownship.org