NOTICE OF JOB OPENING

DEPARTMENT SPECIALIST / PLANNING ASSISTANT

COMMUNITY DEVELOPMENT DEPARTMENT

The City of Walker is looking to fill the position of Department Specialist / Planning Assistant to assist the Community Development Department by performing a wide range of highly skilled administrative responsibilities specific to Building Services and Planning. This customer service based position performs essential case management and record preservation services to the department by processing applications, agendas, minutes, departmental reporting, and conducting case research for Building Services, Planning Commission, Zoning Board of Appeals, Mineral Mining Board and other areas as needed.

Candidates must have a minimum Associates Degree in business, administration or science or a combination of education and experience relevant to functions of this position. A Bachelor's Degree in planning, public administration or a similar field is preferred. The selected applicant must have a professional approach to establishing working relationships with contractors, residents, and co-workers at all levels. Qualities for the ideal candidate should include advanced technical and report writing skills, detail oriented, and excellent oral and written communication skills.

This is a full-time position with a starting wage of $19.74 - $22.71 per hour, depending on qualifications, and a comprehensive benefit package including medical, dental, defined contribution 401(a) retirement plan, retirement health savings account, life insurance, short and long term disability, and fitness membership.

Candidates should submit a City application, resume, and cover letter to the Human Resources Department, electronically or in person, by September 11, 2019.

City of Walker
Human Resource Dept
4243 Remembrance Rd NW
Grand Rapids MI 49534

or

sbales@walker.city

A complete job description is available at www.walker.city.

The City of Walker is an Equal Opportunity Employer.

Posted: August 21, 2019