



Planning Department Assistant Planner

The City of Brewer, Maine is seeking a team-oriented individual with strong communication skills to fill the part-time position of Assistant Planner.

The successful candidate will have worked in a fast paced office environment, with the ability to prioritize work projects. Education and experience working on land use and zoning is highly desirable. The successful candidate will also be able to follow instructions and work well with the public and other professionals. A strong ability to work with computer software, including Microsoft Word and Excel, is required. The successful candidate will also be organized and be able to utilize and maintain a complex filing system.

The essential duties of this position include answering telephone calls; assisting with land use inquiries; reviewing development projects; interpreting site plan and subdivision regulations; preparing Planning Board Orders, memos, letters, meeting agendas and minutes; working with developers; attending meetings including some in the evening; collecting fees; updating spreadsheets; filing documents and plans; assisting the Conservation Commission; and updating portions of the City website.

This is a part-time 18-hour per week position with one of the State's most dynamic and exciting communities. Resumes must be received by Linda Johns, City Planner at 221 Greenpoint Road, Brewer, ME 04412 no later than 4:00pm on September 2, 2014. This position will remain open until filled.

The City of Brewer is an Equal Opportunity Employer