

City of Newport, VT
Assistant Property Services Director

The City of Newport, VT is looking to fill a Part-Time Assistant Property Services Director position. The ideal candidate will possess general knowledge of municipal Property Appraisal, Zoning Administration and or Grant Administration. The candidate should be highly motivated, have strong customer service skills, and be able to manage multiple detailed oriented administrative tasks. A working knowledge of Excel/Google Spreadsheet applications will be preferred.

Responsibilities associated with the position may include database/records management, property assessment, zoning administration, state and federal grant administration in addition to various miscellaneous clerical duties. An Associate's degree is preferred, however the equivalent level of documented work experience, specialized training and/or certifications will be considered.

A Newport City job application, cover letter, and resume are required as part of the application packet. Applications can be found on the City Website at <http://www.newportvermont.org/city-information/jobs/>

This position is open until filled. The city offers a part-time benefit package; the salary will be based on the applicant's qualifications and relevant experience. We are an equal opportunity employer. Apply directly:

Frank Cheney
Property Services Director
City of Newport
(802) 334-2124
222 Main Street
Newport, VT 05855
zoning.administrator@newport.org