

## **JOB OPENING – PLANNING COMMISSION ASSISTANT**

*Elk Ridge City is accepting resumes for a part-time Planning Commission Assistant to work 25 hours a week and the 2<sup>nd</sup> and 4<sup>th</sup> Thursday evenings of each month (holidays excluded). Computer skills required: Word, Excel, Photoshop Elements; Dreamweaver experience is a plus. Duties will include development-related tasks including maintaining developer files, assisting City Planner, updating and being familiar with City Code Book, preparing for and attending Planning Commission Meetings, setting up technical reviews, maintaining development reports, maintaining City web page, being available for special projects for Mayor and other City employees, other shared office tasks. Submit resumes attention Mayor Dennis Dunn at the city office, fax 423-1443 or email: [staff@elkridgecity.org](mailto:staff@elkridgecity.org). **Due by June 6th***