Location: Whitestown, IN
Full/Part Time: Full Time
Regular/Temporary: Regular
Reports to: Director of Planning
Hourly Wage: $38,000/year

Job Purpose:
This position is vital to building relations between citizens, developers and town staff in the planning department. This position provides administrative support to the planning director as well as planning department staff.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Acts as point of contact for Planning Department
- Answers and transfers calls and takes detailed messages
- Takes meeting minutes for Plan Commission and BZA
- Carries out zoning verification tasks
- Schedules meetings
- Maintains Planning Director Schedule
- Keeps up with office supply inventory
**Education, Knowledge and Skills**

The planning executive assistant position requires a high school degree and a minimum of two years’ experience as an administrative assistant, executive assistant, receptionist, or similar role. The executive assistant should possess the following traits:

- Knowledge of effective writing techniques
- Knowledge of computer applications including Microsoft Office, Internet applications
- Knowledge of format for internal and external communications – memos, emails, presentations, reports
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Organizational skills
- Time management skills
- Able to manage information in a timely and accurate manner

**Physical Demands/Work Environment**

The incumbent must be able to:

- Read and analyze documents and use a computer
- Lift a maximum of 25 pounds