



Office Assistant – Community Development

The City of Belle Plaine is accepting applications for the position of a full-time Office Assistant-Community Development. Responsibilities include shared receptionist duties, assist with processing/issuing building permits, rental & code enforcement record keeping, maintain city website, monthly newsletter & cable channel, and perform a variety of routine and administrative, technical and professional work related to economic development, planning and zoning, and housing development. Minimum qualifications include high school degree or equivalent, 2 years' customer service or office related work experience and excellent verbal and written skills. Previous combined experience with issuing building permits, work in a public sector community development environment, and knowledge of design/editing software highly preferred. Starting range \$25.23 - 26.05/hour, plus benefits, DOQ. 40 hrs. per wk. City application and complete job description are available on the City's website at www.belleplainemn.gov. Interested applicants should submit a complete application, cover letter and resume to City of Belle Plaine, Attn: Human Resources, P.O. Box 129, Belle Plaine, MN 56011. **Position open until filled.**