

Town of Belmont

Job Posting

Assistant Town Administrator/Assessing Administrator

The Town of Belmont is seeking a dependable, self-motivated, detail oriented Assistant Town Administrator/Assessing Administrator to fill an immediate opening. The successful candidate will work closely with the Town Administrator, Town's Contract Assessing firm, Finance Director, and provide excellent customer service to residents and taxpayers seeking assistance at Town Hall. Candidates must have excellent oral and written communication skills, have a knowledge of municipal government including State laws pertaining to the assessment of property and municipal finance. This is a full-time position with a competitive benefits package. Salary commensurate with experience. The Town of Belmont is an Equal Opportunity Employer. The complete job description is available online at [www.belmontnh.org](http://www.belmontnh.org) or by contacting the Town Administrator's office.

Please email resume' and cover letter to K. Jeanne Beaudin, Town Administrator at [townadministrator@belmontnh.org](mailto:townadministrator@belmontnh.org), or mail resume' and cover letter to Town Administrator's Office, Town of Belmont, PO Box 310, Belmont, New Hampshire 03220. Deadline for applications is Friday, November 24, 2017.

Date of Notice: November 1, 2017