

Temporary Municipal Record Digitization Assistant

Description of Position

Strafford Regional Planning Commission seeks a Municipal Record Digitization Assistant to support our Economic Development District's Recovery and Resiliency Planning Program. This position provides an opportunity to work with a collaborative team focused on supporting the region's municipalities plan and adapt for a more resilient future.

Overall, Commission employees are hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. The right individual will have a positive attitude about working for the Commission and representing the Strafford region. For more information about the Commission, visit www.strafford.org.

Responsibilities

This position will be primarily tasked with assisting SRPC's Economic Development team to digitize municipal records in several different communities that are supported by the Strafford Regional Planning Commission. It will consist of scanning documents such as subdivision plans, site plans, tax records, etc. at different City and Town Halls. For a list of the communities that make up the Strafford region, please see here: <https://strafford.org/communities/>

Candidate Qualifications

The ideal candidate will have the following skills:

- Self-motivation and reliability.
- Ability to work productively with limited oversight.
- Good communication and organization skills.
- Ability to resolve basic problems.
- Willingness to learn how to use scanning equipment. No prior experience is required, as training will be provided.
- Must have reliable transportation to and from the Commission office and/or assigned municipalities.

Compensation and Benefits

- \$15 - \$18 an hour, based on prior experience
- Paid holidays

This is a full-time, temporary position being offered with an immediate start date and ongoing until September 23, 2022. SRPC will select either one full time (40 hours per week) or two part time employees (approximately 20 hours per week). Schedule and exact start and end dates will be set to correspond with the selected candidate(s)' availability. Municipal offices are typically open during



regular business hours (8am – 5pm). Candidates for the full or part time positions should be available to work during those hours.

Application Submission

Please reply with a cover letter, resume and three professional references. Submit materials to apply@strafford.org using the subject line "**Municipal Record Digitization Assistant.**" Be sure to state whether you wish to be considered for a full or part time position. Position is open until filled.

Additional Information

Strafford Regional Planning Commission is an Equal Opportunity/affirmation Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, age, sex, sexual orientation, and nation of origin. The Commission encourages minorities, women, and socially and economically disadvantaged applicants to apply.