



**Town Manager's Office  
Town of Hopkinton  
1 Town House Road  
Hopkinton, Rhode Island 02833**

## **SENIOR PLANNING CLERK**

**HOPKINTON, RI:** Full-time, 40 hour weekly, union position. Applicants must possess a bachelor's degree and at least three years' experience in a planning position or related work capacity. Excellent benefits like paid time off, pension and 403B retirement savings, along with flexible schedule opportunities. Duties include: providing administrative assistance to Town Planner; serving as clerk of the Planning Board; and dealing effectively with public officials, employees and the public. Interested persons must submit a cover letter, resume and completed application form (available at [hopkintonri.org](http://hopkintonri.org)) to Town Manager Brian Rosso, c/o 1 Town House Road, Hopkinton, RI 02833 by Friday, November 3rd, 2023. No electronic applications accepted. EEO compliant.