



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

JOB POSTING

Position Title: Permitting Assistant
Department: Public Health
Hours: 19 hours per week (not eligible for benefits)
Salary Grade: Non-Union / N-2
Full Salary Range: \$30.67/hour to \$40.05/hour

Description of Position:

The Town of Wayland seeks qualified candidates for a part-time Permitting Assistant position in the Department of Public Health. This position plays a central role in processing permits, including processing new and renewal permits. Responsibilities include administrative and record keeping work, interacting with the public, providing customer service, data entry, and drafting correspondence in support of permitting and all department operations. Ideal candidates will have a strong interest in public health, and familiarity with MUNIS, OpenGov, Color and/or MIIS. Must have HS diploma, or equivalent, plus 2 years administrative experience. Prior municipal or government experience a plus. Part-time, 19 hours per week, not eligible for benefits. Must be able to work on-site at Wayland Town Hall.

For a full job description [click here](#).

Recommended Minimum Qualifications:

High school, or equivalent, plus elementary technical training, acquired on the job or through two (2) years of administrative, clerical or record keeping experience; or, an equivalent combination of training and experience which provides for a proficient level of knowledge and skills. Experience with MUNIS, OpenGov, Color and MIIA preferred. Prior municipal or government experience preferred.

Licenses/Certificates: None

Date posted: June 23, 2026

Closing date: Open until filled

Apply to: Please submit a cover letter and resume in one combined document to Human Resources at hr@wayland.ma.us. The Town of Wayland is an Equal Opportunity Employer.