



JOB OPENING

JOB TITLE:	Secretary to the Director - PCD
POSTING DATE:	12/8/2025
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Planning and Community Development/Planning
EMPLOYEE GROUP:	General
EMPLOYMENT STATUS:	Full Time - Regular
START DATE & WORK SCHEDULE:	ASAP Monday - Friday, 8:30 a.m. – 4:30 p.m., with overtime for night meetings with supervisor approval
PAY RATE:	\$62,786.56 - \$71,864.34
PREVIOUS WORK EXPERIENCE:	General Office and clerical experience required. Minimum 5 years of experience working within a City or Municipal Building Department. MS office experience required and BS&A software preferred.
EDUCATION:	High School Diploma, some college course work preferred.
SPECIAL SKILLS & TRAINING:	Proficient use of Microsoft Office applications and BS&A. Must demonstrate ability to perform job functions accurately in an organized manner.
BASIC RESPONSIBILITIES:	General office and clerical including but not limited to: answering/screening phone calls and visitors, preparing documents, FOIA responses and reports, preparing agendas, assisting with Planning Commission, entering and retrieving data using the computer and other office duties as assigned. Work with Director of Planning and Community Development to complete any departmental goals.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.