

## **Town of Brookfield Job Posting**

### **Administrative Assistant to the Board of Selectmen**

Due to a retirement, the Town of Brookfield is seeking applications from qualified persons interested in the position of Administrative Assistant to the Board of Selectmen. Duties include: acting as the Selectmen's liaison to Department Heads, assisting the Selectmen with budget preparation & management; procurement of goods & services in conformity with the provisions of the requirements of G.L.c.30B; supervising and coordinating the duties of the Municipal Custodian and Municipal Clerks; creating meeting agendas; taking minutes of and following up on actions voted at Selectmen's meetings, acting as a grant administrator or project coordinator as needed. Knowledge of Mass General Laws, Open Meeting Law, strong interpersonal and communication skills, and a commitment to integrity in local government are needed along with excellent recordkeeping and computer skills. Comparable municipal work experience preferred. Copies of the job description, including training and experience requirements, are available in the Selectmen's Office. All application submittals will be held in confidence; letters of authorization will be required from each finalist to proceed with interviews in open meeting. Wages for 40 hour week: \$15.00 to \$20.30 per hour, depending upon skills. Interested applicants may submit a cover letter and resume with three professional references to Selectmen's Office, Town of Brookfield, 6 Central Street, Brookfield, MA 01506 or to [dneylon@brookfieldma.us](mailto:dneylon@brookfieldma.us) on or before January 31, 2013. Screening of resumes will start o/a Feb. 1, 2013 with finalist interviews starting o/a March 5, 2013. The Town of Brookfield is an equal opportunity employer with excellent benefits.