

Job Title: Board Secretary

Salary/Compensation: Pay range \$19.05 - \$24.77 per hour dependent on qualifications

Location of position Northborough:

Employer: Town of Northborough

Description of employer (limit to 75 words) Town of Northborough

Work schedule (limit to 50 words):
part-time (approximately 7 hr/week). Flexible hours.
Some evening hours required.

General Job description: (limit to 75 words)
The Town of Northborough seeks applicants for a part-time (approximately 7 hr/week) Board Secretary position supporting the Conservation Commission and Earthwork Board. Responsibilities include scheduling public hearings and meetings, preparing meeting agendas, attending meetings, taking minutes and performing general administrative and clerical duties.

Qualifications: (limit to 75 words)
Position requirements: high school diploma and one year experience.

Deadline to apply (if any): open until filled

For More Information and How to apply (link to website and/or provide email address):

Submit a letter of interest to the Town Administrator's Office, 63 Main Street, Northborough, MA 01532

AA/EOE.