

**FROM:** Becky Torres, Town Administrator 259-1214  
**RE:** Employment AD  
**DATE:** February 16, 2015

### **Selectboard Administrative Secretary**

This benefitted position is a 20/hour per week, including some evening hours. The Secretary provides support to the Selectboard and Town Administrator. Responsibilities include daily operations of the Selectboard office, including distribution of the mail, gathering information, handling phone calls and emails, monitoring equipment, purchasing office supplies and managing the copy room. In addition the Secretary takes minutes of meetings, maintains files, handles bulk mailings, prepares the Annual Town Report, handles permitting, collects fees and provides assistance and support of other committees as needed. The Administrative Secretary is liaison with the newsletter editor, the public, groups and other governmental agencies. For further information call 259-1214. Salary starts at \$15.83/hour, and will be dependent on experience. The Town of Shutesbury is an Equal Opportunity Employer. Please submit resume or letter of interest to Becky Torres, 1 Cooleyville Rd., Shutesbury, MA 01072, by 5pm February 24.

## **PART TIME CARPENTER**

The Town of Shutesbury is looking to retain a Carpenter for small repair/maintenance jobs for the town own buildings. Example of jobs are replace rotting boards, fix leaks, replace rails, fix steps, construct book shelves, etc. Requirements-skilled carpenter with tools willing to fix items within 3-4 week notice. Jobs are both in doors and out doors and typically take 1-2 days. Payment is time plus materials. If interested please submit hourly rate of pay on Bid Form.