



**TOWN OF SHUTESBURY**  
**1 Cooleyville Rd, PO Box 276**  
**Shutesbury, MA 01072**  
**1-413-259-1214**

Hello,

The Town of Shutesbury is seeking a professional and experienced individual to serve as the Interim Town Clerk. This is a temporary, part-time position crucial for maintaining continuity of essential government functions during a transitional period. Candidates can create their own schedule.

This is a temporary position until the Town of Shutesbury can elect or appoint an official Town Clerk. At Special Town Meeting last year, it was voted and passed to make the Town Clerk position appointed. This upcoming May 9<sup>th</sup> 2026, it will be an Election ballot question. If passed and made appointed, Shutesbury will be able to reach out to a wider pool of candidates for the official spot.

The Interim Town Clerk acts as the Chief Election Officer and Custodian of Records. Key responsibilities include:

- Managing and conducting all local, state, and federal elections and voter registration.
- Recording and issuing vital records and other official municipal documents.
- Overseeing daily departmental operations and ensuring compliance with Massachusetts General Laws.

The primary focus is on operational maintenance and execution of statutory duties. Candidates must have a strong ability to quickly assume all statutory duties and ensure continuity. The interim position is approximately 10-15 hours per week, and the hourly salary is \$28.84.

If interested, please email Town Administrator Hayley Bolton at [townadmin@shutesbury.org](mailto:townadmin@shutesbury.org)

*The Town of Shutesbury is an Equal Opportunity Employer.*