



**Town of Shutesbury
Town Administrator
1 Cooleyville Rd PO Box 276
Shutesbury, MA 01072**

SELECTBOARD/TOWN ADMINISTRATOR ADMINISTRATIVE ASSISTANT

We are seeking an Administrative Assistant to provide management and administrative support to the Selectboard and the Town Administrator.

Responsible for daily operations of the Selectboard and T.A. office. Some examples of duties are distribution of mail, creating meeting agendas, tracking Town calendars, gathering information, and handling phone calls. In addition, the Administrative Assistant takes minutes of the Selectboard meetings, maintains files, handles bulk mailing, prepares permits, and assists the public, boards, and committees as needed. Takes on projects as assigned by the Selectboard and Town Administrator.

Salary starts at \$25.00 an hour and will be dependent on experience. This is a 32-hour-per-week, benefited position, and may include some evening hours.

The Town of Shutesbury is an Equal Opportunity Employer. Submit resume or letter of interest to Gabriele H Voelker via email: Townadmin@shutesbury.org.

The [Job Description](#) is posted on the Town of Shutesbury website at Job Openings (<https://www.shutesbury.org/jobs>).