

TOWN OF BRIMFIELD

Town Job Posting

PLANNING BOARD CLERK

This position requires the successful application to be responsible for the following:

- **Attend a minimum of one evening meeting monthly**
- **Record, deliver, and post agendas and minutes of all meetings in timely manner**
- **Post and mail legal notices for meetings and public hearings as required by MGL**
- **Coordinate with Chairman and members for general preparation prior to meetings**
- **Monitor both physical and electronic mail as well as voicemail notifying Chairman as appropriate**
- **Research and tasks as assigned by the board**
- **Ensure adherence of Massachusetts General Laws (MGL) for all duties**
- **Other duties as assigned**

Minimum Qualifications:

The successful applicant shall have:

- Excellent organization, comprehension, writing, and minute-taking skills
- Good sense of urgency and be cognizant of deadlines
- Good computer skills including email, internet, Microsoft Office 365 including but not limited to MSWord and MS Excel experience
- Familiarity with open meeting law, MGL, zoning bylaws, and Planning Board activities a plus

This position is part-time (20 hours monthly) and offered at \$18.36 an hour.

Interested individuals are asked to apply by sending a letter of interest and resume to the Personnel Officer, Board of Selectmen, Town of Brimfield, 23 Main Street, Brimfield, MA 01010, or, you may apply by e-mail to selectmen@brimfieldma.org until position is filled.