

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

NOTICE OF POSITION OPENING

DEPARTMENT ASSISTANT (PART-TIME)

The Town of Ayer is seeking qualified applicants for the part-time position of Department Assistant. Applicant must be flexible in terms of hours and days. The position is for 13-15 hours per week at \$18.58 per hour.

Summary Statement of Duties: The Department Assistant is responsible for working with the Treasurer's Office, the Community Development Office and as needed in the Town Accountant's Office and would be supervised by the Department Head in each of those departments.

Qualifications: Prefer previous work experience in a municipal environment and or general business work experience; High School diploma or equivalent. College credits desirable.

To Apply: Submit a letter of interest, employment application, and or resume to Melisa Doig, Treasurer's Office, 1 Main Street, Ayer, MA 01432

Deadline: July 16, 2010

The town of Ayer is an Equal Opportunity Employer.

Posted 7/8/10: (Town Hall, Library, Highway Department, School Department, Fire Department, Police Department, & Council on Aging):

Deadline: Friday, July 16, 2010 Noon, Melisa Doig, Treasurer's Office, Town Hall, 1 Main Street, Ayer, MA 01432

Board of Selectmen Approval: Tuesday, July 6, 2010