

## **Positions Open**

### **Zoning and Planning Board Secretary**

**Pay Rate:** \$16.12 per hour

**Hours:** Up to 12 hours per week, plus attend meetings

Planning Board Meetings- First Wednesday

Zoning Board Meetings-Second Wednesday

**Job Description:** Take Minutes, forward Communications,  
Assemble paperwork, and send out mailings  
and advertisements

### **Water Clerk**

**Pay Rate:** \$16.12 per hour

**Hours:** Monday, Wednesday, Thursday. 8-12:00PM

**Job Description:** Water Billing, Setting up new accounts, Monthly  
Spreadsheets for Water manager, Re levy Reports  
For Assessor, adding new meters to accounts,  
And various other jobs pertaining to the water  
Dept.