



**Town of Bernardston
38 Church Street
Bernardston, Massachusetts 01337**

Job Announcement – Planning Board Administrative Assistant

The Bernardston Planning Board and Green Committee are looking for a qualified candidate to become the Administrative Assistant to provide responsible administrative support to the Planning Board and the Green Committee.

Minimum Qualifications: High School Graduate; one to three years experience in an office setting to acquire familiarity with standard office procedures, equipment and records management. Knowledge and experience with Microsoft Word, Excel and email software. Knowledge of municipal setting and public interaction.

Required Skills: Excellent communication skills, both oral and written; proficient computer keyboard skills, business, record keeping and clerical skills proficient written and oral communication skills; strong planning, time management and organizational skills.

Abilities: Ability to interact effectively and appropriately with the public and other personnel over the phone or in person, perform multiple tasks and maintain confidential information; understands the provisions of the Freedom of Information Act and how it applies to requests form information in an impartial manner; ability to work effectively with disgruntled members of the public; manages multiple tasks in a detailed, timely, accurate manner; ability to read and interpret maps. *

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Salary range and work schedule: \$16.00 to \$19.64 an hour; first and third Thursday of of the month for the Planning Board; 1 to 2 hours per meeting. Green Committee work schedule is as needed.

CLOSING DATE FOR APPLICATIONS: June 21th, 2024

Please mail cover letter and resumé to:
Town of Bernardston
38 Church Street
PO Box 504
Bernardston, MA 01337

or email to:
planningboard@townofbernardston.org