

Land Use Clerk Employment Ad

The Town of Shutesbury is seeking applicants for the position of part-time Land Use Clerk. The Land Use Clerk assists in the performance of the duties of the Conservation Committee, ZBA and Planning Board. The Land Use Clerk maintains office hours in support of the Conservation Commission as well as setting up appointments, managing the calendar and assisting customers by email, phone and when possible by appointment. The Land Use Clerk regularly attends scheduled evening meetings, takes minutes and handles documents for the Conservation Commission, ZBA and Planning Board. Salary based on experience. Fourteen to Nineteen hours per week, position to begin in early August 2020. Please submit resume to Becky Torres, Town Administrator, at townadmin@shutesbury.org, use the drop box in front of town hall or mail in at P.O. Box 276, Shutesbury, MA 01072, in an envelop labelled – LAND USE CLERK. Call for job description or more info (413)259-1214.