



Town of Middleborough
Massachusetts

TOWN PLANNER

Leeann Bradley

Planning Board

Telephone (508) 946-2425

Fax (508) 946-1991

HELP WANTED

Night Secretary to the Middleborough Planning Board

Duties to include taking minutes at approximately 2-3 meetings per month and typing minutes to finished and completed form. The preferred candidate should have experience with meeting procedures, minutes, dictation or transcription and familiarity with Town Government. Middleborough residency is an added value.

Current Hours: Typically 2 meetings per month, possibly 3, on Tuesday evenings, each meeting approximately 2 ½ - 3 hours long, total hours per month 15 or an average of 6 ½ hours per meeting

Salary: \$15.00 /hour

Starting Date: November 1, 2018

Please send letter of intent and resume to:

Leeann Bradley, Town Planner
Middleborough Planning Office
20 Center Street, 2nd Floor
Middleborough, MA 02346

Or email to bradleyl@middleborough.com

Accepting resumes until the position is filled.