



OFFICE OF THE SELECTBOARD

P.O. BOX 385

CHARLESTOWN, NH 03603

Tel: (603) 826-4400

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www.charlestown-nh.gov

The Town of Charlestown seeks an energetic Administrative Assistant to the Selectboard.

The Town of Charlestown has an annual operating budget of approximately \$5 million and 27 full-time employees. The Administrative Assistant acts as the primary liaison between the five member Selectboard and all personnel, including contracted services. The Administrative Assistant is the primary liaison with legal counsel and coordinates in all matters to ensure the Town is properly represented, maintains an effective working relationship with all Town boards, commissions, committees, departments and the general public; and performs all other duties as assigned by the Selectboard. For a full job description please contact the Selectboard's Office at 603-826-4400 or visit the Town's website at www.charlestown-nh.gov.

Candidates should have a thorough knowledge of local government in New Hampshire and the ability to plan, organize, assign, supervise, inspect and coordinate a broad range of municipal functions. Municipal management experience is highly desirable.

Interested candidates should submit a cover letter, resume & completed application to:

Charlestown Town Office
Human Resources Department
PO Box 385
Charlestown NH 03603
Or email to Ddezan@charlestown-nh.gov.

An application may be found at www.charlestown-nh.gov or at the Town Office 233 Main St.

Position open until filled