

## **Town of Mount Holly Seeks Select Board Clerk**

The Town of Mount Holly seeks an experienced, part-time clerk/administrative assistant, to start immediately. Pay starts at \$19/hour and is commensurate with experience. Exact hours range weekly but are typically 6-10 hours/week.

Responsibilities include managing weekly correspondence for the Select Board; managing the Select Board's digital and paper archive; onboarding new Town employees, vendors and contractors; managing the Select Board's weekly invoices and orders; serving as the Town's human resources point of contact; warning public meetings; taking and posting minutes at Select Board meetings; corresponding with the Town's attorneys and other legal counsel; and supporting administration of various grants, applications, certifications and permits. Candidates must have demonstrated proficiency in G Suite productivity tools, such as Gmail, Drive, Docs, and Sheets, and must have superior organizational and written communication skills. References required.

Interested candidates should submit questions and letters of interest to the Mount Holly Select Board at [mounthollyselectboard@gmail.com](mailto:mounthollyselectboard@gmail.com) or can mail letters to Mount Holly Select Board at PO Box 248, Mount Holly, VT 05758. All letters of interest should be accompanied by a resume and a list of two references who can attest to the candidates' prior work experience.