

Conservation Commission & Planning Board
Board Administrator Position
Town of Rochester

The Town of Rochester seeks qualified applicants for its Grade 9 Board Administrator reporting to the Conservation Commission & Planning Board. Position is full-time (40 hours per week) and works under the daily supervision of the Conservation Agent and Town Planner. The Board Administrator is responsible for administrative and professional duties for the Planning Board and Conservation Commission. In addition, there will be times when the applicant needs to attend Tuesday night meetings. Candidates must demonstrate excellent communication skills as position requires considerable interaction with the public. General office skills to include proficiency in Microsoft Office. Starting starts at \$21.54 per hour depending upon experience. Send letter of interest and resume to Suzanne Szyndlar, Town Administrator, Town of Rochester, 1 Constitution Way, Rochester, MA 02770. Deadline for applications is April 30, 2021. The Town of Rochester is an equal opportunity employer.

Posted: April 6, 2021

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