TOWN OF WOODSTOCK
Immediate Employment Opportunities

Part-Time Executive Secretary

Candidate will be responsible for providing secretarial and administrative support to the Board of Selectmen (BoS) by producing and/or preparing reports, correspondence, Town Meeting notices, resolutions, and other written material as directed. Candidate serves as Recording Secretary for the BoS by preparing agendas, minutes, and meeting material. Must be able to set priorities, be detail-oriented, and have computer skills, including Microsoft Office, Word, and Excel. Sufficient office experience relevant to the major duties of the position is required, in additional to excellent verbal and written communication skills.

Part-Time Public Works

Seeking an individual who has a basic mechanical background and is experienced with mowing equipment and mowing operations to assist the Town Highway Department with mowing of roadsides and /or Town Commons for a part-time summer position. In addition, the successful candidate is expected to perform fill-in plowing services as needed during the winter months. Connecticut Class B CDL driver's license with a good driving record and successful completion of drug and alcohol test is required.

Interested candidates for either position may submit their resume and/or application by mail or in person no later than **Wednesday, November 23, 2011 at 12 noon**. For more information, please contact the Selectmen's Office, Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281, or phone (860)928-0208, x310.

The Town of Woodstock is an Equal Opportunity Employer