

Westborough Advisory Finance Committee

Part-Time Administrative Assistant

The part-time Administrative Assistant will attend the AFC's evening meetings, and the Annual and Special Town Meetings, take minutes, distribute minutes and will be charged with the proper archival of the Committee's documentation per the Town's guidelines. In addition, the Administrative Assistant is responsible for coordinating the AFC's meetings with the Town's Department Heads and other employees during the budget planning process. The position is currently budgeted at 165 hours per year, concentrated during the months of September through June. The salary range is \$17.45 - \$19.23 per hour with no benefits. Please reply to: jlown@town.westborough.ma.us