



## TOWN OF BURLINGTON

29 CENTER STREET  
BURLINGTON, MASSACHUSETTS 01803

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www.burlington.org

*Joanne M. Faust, SPHR  
Human Resources Director*

### **Notice of Job Vacancy Part-Time Recording Clerk Ways & Means Committee**

Immediate opening for a part-time Recording Clerk to assist the Ways and Means Committee. Duties include taking minutes of meetings, posting notices of meetings, and other related tasks.

The Ways & Means Committee typically holds 1-2 meetings each month, although during budget season additional meetings are necessary. All meetings are open to the public, and are usually held on Wednesday evenings. Starting hourly rate is \$13.75. This position does not participate in the Town-benefits program. This is a non-union, non-civil service position.

Please send a letter of interest and resume by January 22, 2010 to:

Joanne Faust, Human Resources Director  
Town of Burlington  
29 Center Street  
Burlington, MA 01803  
Fax: 781-238-4696  
Email (preferred): [hr@burlmass.org](mailto:hr@burlmass.org)

**Position will remain open until filled.**

*The Town of Burlington is an Equal Opportunity Employer*