



Town of Concord

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**THE TOWN OF CONCORD
IS SEEKING A PART-TIME
SECRETARY TO THE SUPERVISOR**

Maximum 19.5 hours weekly, based at the Town Hall,
86 Franklin Street, Springville

This pivotal role demands a high level of confidentiality, professionalism, and a proactive approach to managing the Supervisor's Office, including administrative tasks and financial support. Key responsibilities encompass communication management, administrative support, and compiling reports, with a requirement for strong accounting, human resources knowledge, and computer proficiency. Candidates must possess exceptional attention to detail and organizational skills.

Interested applicants should submit a resume and cover letter by email to: concordtownsupervisor@gmail.com; or mail to: Philip Drozd, Supervisor, PO Box 368, Springville, NY 14141; or in person during normal business hours.

Deadline for applications is Friday, April 26, 2024.

The Town of Concord is an equal opportunity employer
promoting diversity in the workplace.