

Meeting of Administrative Assistance Committee on 9-22-15 at 8AM

Rutland Town Offices

Present at the meeting were Select Board members Josh Terenzini and Mary Ashcroft, and Town Administrator Joe Zingale.

Using job descriptions from the on-line job postings at VLCT, the committee agree to recommend the following to the Select Board to be used as our ad in publications including the Circle:

The Town of Rutland, Vermont seeks a part-time Assistant Administrator who is a self-starter, well organized with strong interpersonal and communication skills. This candidate should possess proficient computer skills, a high school diploma or GED, and willingness to attend evening meetings. The ideal candidate will have some grant writing and website management skills, and will be able to multi-task in a public setting.

For a complete job description visit the town website at www.rutlandtown.com, or call Town Administrator Joseph Zingale at 802-770-5072. Applications including resume and references are due by Monday, October 12 at the Rutland Town Office, 181 Business Route 4, Center Rutland, Vermont.

There being no further business to discuss, the meeting was adjourned at 8:30AM.

Respectfully submitted, Mary C. Ashcroft, Select Board