



**OFFICE OF THE  
TOWN ADMINISTRATOR**

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Grafton, MA 01519  
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Town Administrator: *Timothy P. McInerney*  
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**JOB POSTING**

Administrative Assistant to the Board of Selectmen

The Town of Grafton is accepting applications for the full-time position of Administrative Assistant to the Board of Selectmen under the supervision of the Town Administrator and Board of Selectmen. Responsibilities include, but are not limited to, the following: agenda preparation; attendance at Selectmen meetings; minutes & correspondence; town meeting preparation; process licenses and schedule public hearings; trouble shooting resident issues and complaints; oversee the town's worker's compensation program as well as casualty, general liability and professional liability insurance policies. Other duties may include research & analysis; review & develop administrative policies and procedures; advise on budgetary and employee benefit matters; special projects as assigned including confidential agreements. This position involves considerable interaction with other departments and provides support to office staff as required. Qualifications for this position include an Associate's Degree and/or a combination of municipal government experience and education. Salary DOQ / Opened until filled.

Bulletin Board  
October 24, 2016

Grafton News  
October 27, 2016  
November 3, 2016