



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: berkleybos@yahoo.com



JOB POSTING

POSTING: ☒ IN HOUSE
☐ OUTSIDE ADVERTISEMENT

DEPARTMENT: Library Trustees

POSITION: Trustee Secretary
☐ NEW ☒ EXISTING

CLASSIFICATION: ☐ REGULAR ☐ SALARIED ☒ PART TIME ☐ CASUAL

HOURS: ☒ as needed, 5-10 hrs. per month ☐ ON CALL

JOB DESCRIPTION: ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: ☐ GENERAL SCHEDULE: GRADE __, STEP __: \$ ____
☐ SPECIAL SCHEDULE: GRADE __, STEP __: \$ ____
☒ \$15/hour

SUBMIT: ☐ APPLICATION ☒ RESUME TO: Library Trustee Chair
Paula Dugan

CLOSING DATE: until someone is hired

DEPT. HEAD SIG.: Paula Dugan 6/10/25
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- | | | |
|---|---|--|
| <input type="checkbox"/> Town Clerk (certified copy) | <input type="checkbox"/> Old Town Hall | <input type="checkbox"/> Library |
| <input type="checkbox"/> Highway Dept. Office (employee area) | <input type="checkbox"/> Community School | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Public Safety Building lobby | | |

SIGNATURE _____

DATE _____

JOB RESPONSIBILITIES

Prepare for Trustees meetings

Prepare meeting agendas

Attend Trustees meetings

Take meeting minutes

Provide Trustees minutes for review

File the minutes

Occasional correspondence

SKILLS

Good written and oral communication skills

Organizational skills

Dependability