



Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071
www.portlandct.org ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectwoman

Board Clerk

Town of Portland, CT (EOE)

Deadline: 10-12-2018 or until filled

Board Clerk needed for one or both of the below listed Boards. Qualifications: High School diploma or GED equivalent, strong computer skills essential, experience preferred. Must be available in the evenings, have personal computer, access to internet. Hourly rate: \$19.40 – minimum pay: 2 hours for attending meeting + time it takes to type minutes. Send application to: First Selectwoman’s Office, P.O. Box 71, Portland, CT 06480-0071

Library Board of Directors – 3rd Thursday @ 7:00 PM

Parks & Recreation Commission – 2nd Monday @ 7:00 PM

Distribution (09/24/2018):

- Animal Control
- Assessor
- Building Department
- Building Maintenance
- Finance
- Grounds Maintenance
- Highway Division
- Landfill / Transfer Station
- Library
- Parks & Recreation
- Police
- Planning
- Public Works
- Senior Center
- Sewer Division
- Town Clerk
- Town Technology
- Water Division
- Youth Services
- MEUI Rep – Cheryl Creem / Jim Lynch
- MEUI Library Rep – Janet Ellsworth
- PW’s Union Rep – Nate Strycharz / Joe Gandini