



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://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: 07-02-2021 or until filled**

Board Clerk needed for Parks & Recreation Commission. PRC meets monthly, 2<sup>nd</sup> Monday 5:00 PM. Qualifications: High School diploma or equivalent, strong computer skills essential, experience preferred. Must be available evenings, have personal computer & access to internet. Hourly rate: \$20.90 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

Distribution (06/07/2021):

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 – Joe Gandini