



TOWN OF WESTON

JOB OPPORTUNITY:

ADMINISTRATIVE FLOATER

The Town of Weston is accepting applications for the position of Administrative Floater. This is a fifteen hour per week position with an hourly rate of \$19.91. The job does not provide insurance or retirement, but it does provide paid leave in accordance with the union contract.

The position provides support and back-up to administrative positions in the following offices: Assessor, Building, Selectman, Finance, Town Clerk and Tax Collector. A complete job description is available online at <http://www.westonct.gov/townhall/632730>

Recommended qualifications are a High School diploma or GED, two years of business, accounting or municipal experience, real estate or banking experience, paralegal experience, customer service and computer experience desired; or any equivalent combination of education, work experience and training. Town Hall experience preferred.

Completed applications, along with resumes and cover letters must be received by Town Administrator Jonathan Luiz no later than Noon on May 25, 2018. Materials can be emailed to jluiz@westonct.gov or sent in hard copy format to: Town Administrator, 56 Norfield Road, Weston, CT 06883.

Applications for employment are available on the Town website at <http://www.westonct.gov/media/file/WestonApplicationforEmploymentcreated1-13-18.pdf> and also in the Office of the First Selectman.

The Town of Weston is an Equal Opportunity Employer.