

Town of Brookeville

A Historic District on the National Register
(*Founded 1794 - Incorporated 1808*)
P.O. Box 67, Brookeville, MD 20833

Commissioners:

Michael J. Acierno, President
Robert K. Heritage
Katherine W. Farquhar

Clerk

Paul Geib

Treasurer

Susan L. Johnson

3/3/2008

MEMO: The Town of Brookeville is hiring.

Enclosed with this message are two vacancy announcements: one for the Position of **Town Clerk** and the other for the position of **Academy Manager**. If you are interested in either or both positions, please respond at your earliest convenience to the address provided in the announcements.

The Commissioners of Brookeville would like to fill these positions no later than May 15th.

Paul Geib

Town Clerk

Vacancy Announcement
Town of Brookeville
Position of Brookeville Academy Manager

The Town of Brookeville is seeking qualified applicants for the position of Manager for the historic Brookeville Academy. This is a part time position under the immediate supervision of the President of Commissioners. The Academy Manager is responsible for managing the Brookeville Academy rentals and overseeing maintenance of the building and grounds.

Requirements:

- Computer skills – word processing, email, web based tools.
- (resourceful: maintenance, service outages..... supervising cleaning crews, etc.)
- Organizational skills
- Works well with public

Description of Job Duties:

- Serves as point of contact for people or organizations interested in renting the Brookeville Academy.
- Meets with prospective clients to show the Academy and explains rental terms and conditions.
- Collects rental fees and security deposits.
- Verifies that the Academy is in good condition before and after rentals.
- Inspects condition of Academy heating/cooling, elevator, and lighting systems and schedules repairs and maintenance.
- Ensures that service contracts for the Academy are accurate and up to date.
- Supervises contractors who clean the Academy

Salary:

Salary is negotiable depending on qualifications.

If interested in the position of Brookeville Academy Manager please send your resume (or a statement of your qualifications) and a cover letter to:

Town of Brookeville
PO Box 67
Brookeville, MD 20833

or email townofbrookeville@comcast.net

Vacancy Announcement Town of Brookeville Position of Town Clerk

The Town of Brookeville is seeking qualified applicants for the position of Town Clerk. This is a part time position under the immediate supervision of the President of the Brookeville Commissioners. The search will continue until a hire is made.

Requirements:

- Computer skills – word processing, email, web based tools.
- Availability to work up to 20 hours per week, including 2-3 evenings per month. Up to 10 of these hours would be regularly scheduled in the Town Office at the Brookeville Academy.
- Characteristics: organized, follows through, dependable, accurate, experienced in customer service/works well with public, interested in public service

Description of Job Duties:

- Prepare for (collect and prepare materials, send notice, etc.) and attend meetings of the Town Commissioners and record and circulate official minutes.
- Prepare for and attend occasional and Annual Town Meetings.
- Serve as principal contact person for the town (monitor email, voicemail/phone, FAXES, in-person contacts during office hours; distribute mail to appropriate recipients, and respond to or route email and telephone inquiries),
- Supervise town contractors (including scheduling and keeping appointments, contacting prospective bidders, maintaining communications with contractors working for the Town, overseeing progress of projects).
- Maintain the Town office (filing, maintaining Town Calendar, preparing and mailing the Brookeville newsletter, sending notices for Town events.).
- Periodic inspection of town lights, streets, and infrastructure.
- Prepare routine correspondence.
- Maintain the website (updates as appropriate; monitor for freshness).

Salary:

Salary is negotiable depending on qualifications..

If interested in the position of Town Clerk please send your resume (or statement of your qualifications) and a cover letter to:

Town of Brookeville
PO Box 67
Brookeville, MD 20833

or email townofbrookeville@comcast.net