

December 27, 2017

**Position Openings**

The Town of Long Island Selectmen have been informed that, after many years of dedicated service, Town Clerk Brenda Singo will be resigning on February 1, 2018.

This has created immediate openings for the following positions;

- Town Clerk/Registrar of Voters
- Tax Collector
- Administrative Assistant (to the CEO, Selectboard and Town Assessor)

These positions are currently all held by the one person and funded by the current Town budget separately. The Selectboard may or may not fill these positions singularly or as currently done together, depending on the applicants experience and the Town immediate requirements. These positions currently are covered part time at 28 (plus) hours a week.

A comprehensive list of the positions current duties and responsibilities will be available via email from the Town Administrator Brian L. Dudley [townadmin@townoflongisland.us](mailto:townadmin@townoflongisland.us) or Town Selectmen [selectmen@longislandmaine.org](mailto:selectmen@longislandmaine.org) starting on **Friday Dec 29, 2017**.

Formal job descriptions will be available **after January 4, 2018**. Letters or e-mails of interest may sent to the above e-mails or mailed to the Town Administrator, Brian Dudley at the [Long Island Town Hall, PO Box 263, Long Island ME 04050](#).

Interviews will commence as soon as possible. Some duties will require off island training which will be required by the successful applicant.

We look forward to a smooth transition, however hope that the Town residents and tax payers will understand if some Town Business will be a little challenged initially.

Happy New Year from Long Island Town Hall.

Town of Long Island Selectman

Joe Donovan