



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

JOB POSTINGS

Upon instruction by the Town Manager, the Human Resource Office will create, and distribute to all Town Buildings, a 'Job Posting'. Each posting will contain the department where the position is available, full or part-time status, a brief overview of the job description, relevant and required training, and whenever possible, the anticipated salary range.

Union rules require the posting be limited to *internal applicants only* for the first five (5) business days. If the position remains unfilled at the end of five (5) days, the posting is then opened to the general public for the remainder of a fourteen (14) day period. At this point the posting will be advertised for one day in a local newspaper and/or on the Town's Human Resource departmental webpage.

Human Resources will accept all applications and keep them on file for a period of one (1) year. In the event a position becomes available, and is opened to the general public, applications on file in the corresponding category will be considered along with those submitted specifically for the posted position.

Town Buildings include:

Town Hall (Human Resources – lower level)
Public Safety Building
Public Works Building
Senior Center
Library
School Administration Building
Town Hall Annex

Local Newspapers include:

Saugus Advertiser (weekly publication)
Lynn Item (daily publication)

Job Categories include:

Laborer
Specialty Laborer
Clerical/Administrative
Specialty Administrative
Civilian Dispatcher
Matron
Part-Time
Summer Only