



JOB POSTING

ADMINISTRATIVE ASSISTANT, DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

The Town of Westwood seeks an organized, customer-service-oriented assistant to join a team of municipal professionals to provide administrative, clerical, information services, research and customer support for the Department of Community and Economic Development, including: Building, Planning, Zoning, Conservation, Licensing, Health, Housing and Historical Divisions. The Community Development Assistant will serve as the first point of contact when residents, business owners, and customers visit the office.

Representative Duties include the following:

- Maintain electronic and paper files, and file logs, for all applications.
- Update the website with agendas, hearing notices, applications, plans, minutes, etc.
- Answer phones, direct calls, and schedule appointments.
- Assist walk-in customers with queries and document inspection.
- Respond to requests for information and make copies, as needed.
- Accept and log receipt of applications and distribute to appropriate staff for review.
- Obtain certified abutters' lists from Assessor's Office.
- Schedule meeting room reservations.
- Post agendas and hearing notices with the Town Clerk.
- Process and mail legal notices and abutter notifications.
- Obtain newspaper clippings for legal ads for files.
- Compile and distribute board and commission packets by mail, email, or delivery.
- Set up and test electronic presentations before meetings.
- File decisions and minutes with the Town Clerk.
- Process application and peer review fees and refunds, where needed.
- Process and track invoices for bill payment; distribute and retrieve payroll.
- Complete print runs and bindings, as needed (bylaws, regulations, marketing materials, etc.).
- Manage office equipment and order supplies.

Qualifications and experience: Associate's degree and two years of administrative experience in a regulatory environment or related field, or any equivalent combination of education and experience. Computer proficiency with Microsoft Office Suite and other office productivity software and equipment. Training in GIS preferred. Ability to work independently to plan, organize, research, and carry out multiple tasks simultaneously. Strong customer service and communication skills required.

Salary and Benefits: 35 hours per week, union, benefit eligible position with a starting hourly rate of \$24.76. Benefit options include: health, dental, and life insurance, as well as long-term disability, health and dependent FSA, and deferred compensation.

Apply to: Send cover letter and resume to hr@townhall.westwood.ma.us by December 7, 2018.

EQUAL OPPORTUNITY EMPLOYER