



## Job Posting

### Town Services Representative

The Town of Westwood is seeking a highly responsible individual to provide administrative and record-keeping support to the staff within the Board of Selectmen's Office.

***Representative responsibilities include the following:***

- Serves as back-up to the Executive Assistant, who supports the Board of Selectmen and the Town Administrator
- Provides administrative support to the Director of Finance/Assistant Town Administrator
- Provides general telephone support to other town departments, and intermittent support on special projects
- Responsible for coordinating maintenance of office equipment
- Schedules use of town public meeting spaces
- Updates town's website and social media sites

***Education and Experience:*** High school education; three years of responsible office experience including or supplemented by courses in office procedures, word processing and spreadsheet applications; experience working in a municipal setting and in dealing with the public strongly preferred; or any equivalent combination of education and experience.

***Skills and Abilities:*** Requires thorough knowledge of office practices and procedures and general knowledge of other departments' operations and functions. Requires skills in word processing, spreadsheets, databases, and presentation software. Must be able to learn and use town-specific software.

Requires ability to work under time constraints to meet deadlines. Requires the ability to communicate effectively with employees and the general public in a courteous and tactful manner. Requires the ability to keyboard at a sufficient speed for word processing and data entry. Requires staying current in the operations of various departments to ensure that phone calls are properly forwarded and/or the public is accurately informed.

***Salary and Benefits:*** This is a full time, 40 hour per week, benefit-eligible position, with a starting salary of \$40,266 per year.

***To Apply:*** Email a cover letter and resume to [recruiting@townhall.westwood.ma.us](mailto:recruiting@townhall.westwood.ma.us). Please put "Town Services Rep" in the subject line.

***Application Deadline:*** October 28, 2016.

*The Town of Westwood is an equal opportunity employer.*