



Town of Westwood

Assistant to the Town Administrator

The Town of Westwood has an immediate opening for the position of Assistant to the Town Administrator. The purpose of this position is to manage the day-to-day operations of the office of the Select Board and Town Administrator. This role has been filled on an interim basis for the past year; the Town now wishes to make a permanent appointment.

Representative Responsibilities Include the Following:

- Represents the Town Administrator to Town Departments, commissions, boards, committees, and the public
- Provides support to the Town Administrator in preparation for Select Board meetings, Annual and Special Town Meetings, special projects, and events
- Attends all Select Board meetings
- On behalf of the Select Board and Town Administrator, arranges for annual appointments of boards, committees, task forces, and other groups as needed
- Schedules and arranges various staff meetings
- Maintains important departmental records, requiring the careful recording, classification, and compilation of information

Qualifications and Experience: Bachelor's Degree in Business, Administration, or a related field. Five years of progressively responsible administrative or office management experience. Experience working in a municipal setting desired.

Salary and Benefits: This is a full time, benefit-eligible position with a salary range of \$73,096 to \$91,287 in ten steps.

Apply by July 7, 2020. Please forward a resume and cover letter to Joan Courtney Murray, Director of Human Resources, at jcmurray@townhall.westwood.ma.us. Please put "Assistant to Town Administrator" in subject line. Resumes will be reviewed as received and preliminary interviews will take place beginning July 15, 2020.