



OFFICE MANAGER – HUMAN SERVICES DEPARTMENT
(Part-Time, Non-Benefit Position)

The Town of Westwood seeks a detail-oriented, organized individual to perform complex administrative, secretarial and financial recordkeeping duties to support the day-to-day office management operations of the Department of Human Services. The position is 5-10 hours per week and reports to the Director of Human Services.

Duties include the following:

- Prepares documents, spreadsheets and databases for the Human Services Director; screens phone calls and mail.
- Responsible for the production and accuracy of budget documents; gathers, compiles and reviews budget data, and tracks budget changes.
- Maintains and submits payroll records for the Human Services Department, to include 4 departments; tracks time off accruals and usage; maintains database for overtime of Human Services personnel and administrative staff.
- Prepares, processes and tracks all purchase requisitions for the department; processes invoices. Prepares weekly warrant for invoice payment; maintains cash receipts and submits payments to Town Treasurer.
- Provides administrative support for Veterans' Day, Memorial Day and other ceremonies for the Town, to include purchasing supplies, managing event logistics, recruiting volunteers and vendors, marketing events to the public, etc.
- Maintains calendar for Town, School and public usage of Wentworth Hall facility meeting space. Processes room requests; anticipates and manages questions, issues and feedback from users of Wentworth Hall space; communicates with Facilities and other Town departments to effectively problem solve.

Qualifications and Experience: High school education with courses in office procedures/business practices; advanced degree in business or accounting preferred; three to five years of progressively responsible administrative experience; experience in multimedia marketing and event planning, or any equivalent combination of education and experience.

Salary and Benefits: This is a part-time, 5-10 hour-per-week, non-benefit, union position with a salary range of \$31.84 - \$37.28 per hour.

To Apply: Interested candidates are invited to submit a cover letter to hr@townhall.westwood.ma.us by November 7, 2022. Applications reviewed as received.

Posted: October 24, 2022
Equal Opportunity Employer