

Town of Plympton MA

ADMINISTRATIVE ASSISTANT TOWN OF PLYMPTON BOARD OF SELECTMEN August 2015

The Town of Plympton seeks a highly motivated and qualified individual to serve as Administrative Assistant to the Board of Selectmen.

Duties include maintaining selectmen's office hours; assisting and advising the public in person, by phone and email; general office duties including preparing memos, email and correspondence; preparing selectmen's meeting agendas and meeting minutes; posting meetings; preparing warrants; preparing annual license renewals; acting as liaison for town insurers; preparing the annual town report; assisting preparation of town meeting warrant articles; chairing Memorial Day Parade Committee; coordinating selectmen activities with Town Coordinator; and assisting selectmen in a variety of current and new assignments/projects.

Candidates should be able to work without direct supervision; have excellent written, oral and administrative skills; and have knowledge/experience or capability with basic computer skills, public and interpersonal relations, and town government.

This is a part-time position (Approximately 25 hours per week) with full benefits. Position pay is \$18.69 per hour.

To apply, send cover letter and resume electronically to Mark Russo, Chair Plympton Board of Selectmen at Mrusso@town.plympton.ma.us . Subject Line: Administrative Assistant Position. Deadline for submissions is September 4, 2014. The Town of Plympton is an equal opportunity employer.