



Town of Belmont

Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Administrative Assistant
Board of Selectmen's/Town Administrator's Office
Starting Hourly Rate: \$24.07

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **November 16, 2016**.

The Town of Belmont seeks qualified applicants for the position of Administrative Assistant for the Board of Selectmen's/Town Administrator's Office. This position serves as a confidential administrative assistant and is responsible for assisting in the execution of day-to-day operations of the Board of Selectmen's/Town Administrator's office under the general direction of the Town Administrator and Assistant Town Administrator and in coordination with the department's Administrative Coordinator. Provides efficient administrative assistance to the Town Administrator's office and uses independent judgement to solve problems and serve residents. Prepares and edits a wide-variety of reports, letters and memoranda, correspondence and statistical charts. Composes correspondences and reports. Utilizes various software applications; maintains and generates reports from databases and network systems. Assists in reviewing and updating the official website for the Town of Belmont through the Town Administrator's Office, including utilizing technology necessary to maintain and enhance the functionality of the website, posting Town notices, managing site content, etc. Prepares and edits a wide-variety of reports, letters and memoranda, correspondences and statistical charts. Assist the Administrative Coordinator in a number of administrative tasks. May occasionally attend day or night meetings of the Board of Selectman and take meeting minutes. Other duties as assigned.

Associate's degree from an accredited college in business management or related field; Bachelor's degree in public administration, business management, communications or related field highly preferred. Some experience working with the public and knowledge of local government is helpful; or any combination of education, training and experience. Computer proficiency in Microsoft Office, including Word and Excel, is required, along with excellent written and oral communication and problem solving skills. Requires ability to deal effectively with the general public and coworkers. Candidate must be able to work independently and complete assignments in a timely fashion with limited direction and have a demonstrated ability to manage multiple priorities.

This position is full-time, 35 hours per week with a starting hourly rate of \$24.07. This position is eligible for the Town's benefit package, including health, dental and life insurance, as well as paid vacation, sick, personal and holiday leave.

Resumes/applications accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or e-mail humanresources@belmont-ma.gov or fax 617-993-2741 by **November 16, 2016**. The Town of Belmont is an Equal Opportunity Employer.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Both full-time and part-time positions require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov