



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1145  
Fax: (978) 448-1115

### **Inter-Departmental Administrative Assistant**

The Town of Groton is accepting applications for an Inter-Departmental Administrative Assistant. This position supports several different functions within the Land Use Department and the Town Manager's Office, as well as the Community Preservation Committee. This is a full time forty (40) hour position. The Salary Range for this position is \$23.35 to \$28.59 per hour.

Responsibilities include, but are not limited to, answering questions and furnishing information to applicants/contractors, the general public and town employees concerning town policies, rules, and regulations; receiving and responding to complaints appropriately; making appropriate referrals as necessary. Acts as a contact for new commercial and residential projects throughout the Town; assists the Land Use Director/Town Planner in coordinating permit applications from the time they are submitted until permits have been granted. Attends meetings and records minutes for both the Board of Health and Community Preservation Committee. Acquires and maintains an excellent working knowledge of the Community Preservation Act and the Groton Community Preservation Plan, and assists the public by providing information regarding same. In addition, this position will assist the Town Manager and work with the Executive Assistant to the Town Manager with tasks as assigned including, but not limited to, serving as a Passport Agent.

Candidates must have excellent communication and interpersonal skills as well as the ability to work well under public scrutiny. Ability to multi-task and work independently is essential. Working knowledge of administrative information technology, MS Office, PowerPoint, and bookkeeping techniques. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the Land Use Departments and Town Manager's Office. High School diploma with course work in finance, business, accounting, or a related field, and three years of related experience; experience in a municipal setting desired; or any equivalent combination of education and experience.

To apply, please complete a job application and submit to Melisa Doig, HR Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to [humanresources@townofgroton.org](mailto:humanresources@townofgroton.org). For questions please call 978.448.1145. Job description is available by request. Applications can be found on the Groton Town website, [www.townofgroton.org](http://www.townofgroton.org)

**Application deadline is July 20, 2018**

***The Town of Groton is an Equal Opportunity Employer***