



Administrative Assistant/ Planning and Community Development//Full-Time

Town of Ware

Wanted: Administrative Assistant to the Director of Planning and Community Development. This is a full-time (35 hour) benefitted, union position. **Duties and responsibilities include but not limited to:** clerical and administrative work in support of the Office of Planning and Community Development as well as providing customer service, data processing, reporting, and bookkeeping. Other duties include preparing, processing, and maintaining records and permits, preparing meeting minutes, letters, website management, and producing maps. **Minimum Qualifications:** An Associates Degree or equivalent plus three (3) years of experience in an office setting. Experience in a municipal setting and in dealing with the public, strongly preferred. Must be proficient with Microsoft Office. Must possess great attention to detail and be able to multi-task and work accurately. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing. **Starting Salary:** Based on union contract. Interested applicants please send cover letter and resume with three professional references to: Human Resources Department, Town of Ware, 126 Main Street, Ware, Massachusetts 01082 or email resumes@townofware.com. AA/EOE

August 24, 2023