

DEPARTMENT OF COMMUNITY SERVICES

TOWN OF HANOVER

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 • (T) 781-826-6400 • (EMAIL) COMMUNITYSERVICES@HANOVER-MA.GOV

PHONE

MUNICIPAL INSPECTIONS: (781) 826-6400
JOHN CURTIS LIBRARY: (781) 826-2972
COUNCIL ON AGING: (781) 924-1913
VISITING NURSES: (781) 826-4971



FAX

CONSERVATION: (781) 826-5950
PLANNING: (781) 826-5950
BUILDING: (781) 826-5950
HEALTH: (781) 826-5289

TO: Town's Website, Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments

FROM: Anthony Marino
Director of Community Services/Assistant Town Manager

DATE: September 18, 2015

NOTICE OF VACANCY

DEPARTMENT OF MUNICIPAL INSPECTIONS – HEALTH OFFICE

ADMINISTRATIVE ASSISTANT – PART TIME

The Town of Hanover seeks qualified candidates for a part-time Administrative Assistant to assist in the Department of Municipal Inspections Health Office. The successful candidate will work closely with the Assistant Health Agent to perform administrative duties as they are assigned. Additional hours may be available to cover night meetings and/or employees vacation time.

Responsibilities include, but are not limited to: organize and maintain all files relating to the activities of each Board or Committee for the Department; assist the public, contractors, etc. with information regarding the application and permit process; coordinate department schedule; ensure all notifications and postings are complete and submitted prior to deadlines for Boards and Committees; experienced with all Microsoft Office programs along with Adobe Acrobat; have knowledge of or be willing to learn Viewpermit and other software programs utilized by the Town; attend night Board meetings and develop minutes using personal notes when required; use independent judgment in completing activities; conduct research, compile and produce financial and statistical reports, prepare bid requests and solicit bids when applicable; cross-train with the other DMI Offices to assist when needed.

Qualifications: High school diploma and/or two to four years related experience required. To perform this job successfully, the holder of this position must have an excellent computer aptitude, the ability and willingness to learn new software quickly. Municipal experience is a plus.

This position is covered under the Hanover Municipal League, Class C. Starting rate of pay is \$21.86 per hour. Scheduled workweek is 19 hours.

Deadline for application is October 2, 2015. A full description of the position is available upon request. Please submit an application to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov.

(Posted 9-18-15)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

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