

TOWN OF LANCASTER
DEPARTMENT OF PUBLIC WORKS
Administrative Assistant

The Town of Lancaster is hiring a 32-hour Department Assistant within the Department of Public Works. The purpose of this position is to perform responsible administrative, bookkeeping, and secretarial work to support the operations of the Department including the bills and patrol functions of the Highway, Cemetery/Tree, and Water Divisions. The Department Assistant will be responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction.

Education & Experience: Minimum of High School Diploma or equivalent, any reasonable combination of education and experience may be considered. This is to include related work to accounts payable, payroll, contact with the public, vendor contracts and payments, and other administrative functions. Computer systems utilized include Microsoft Office Suite, CivicPlus and Vadar Accounting Systems. The position is Thirty two hours, Monday – Friday from 7:30 am – 2:00 pm, in-person, and may require limited work in the evenings for events and/or meetings. As an hourly position, overtime for hours worked more than 40 shall be paid and time and one half.

Salary & Benefits: Position is covered under the AFSCME Clerical Union Collective Bargaining Agreement and is considered a Grade 5 with a starting salary range between \$21.20 – 23.95 DOQE. The Town of Lancaster has a competitive benefits package complete with paid time off, Health, Dental, Life, and Deferred Compensation plans and participates in the Worcester Country Retirement System. EEO

To Apply: Applicants should email a cover letter and resume to Human Resources at jobs@lancasterma.gov and kbartlett@lancasterma.gov with the position title noted in the subject line. Open Until filled.