



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Non-Union – Secretary to the Select Board

The Town of Provincetown Select Board is now accepting applications for the full-time position of Secretary to the Select Board.

This is a full-time 40-hour-a-week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12 with a competitive benefits package. Occasional evening work is required to administrate Select Board meetings.

Secretary to the Select Board: This position provides skilled and coordinated support in assisting the Select Board and the Town Manager to prepare the materials and documents required for Select Board Meetings. Secondly, the position acts as liaison between the Select Board and Town Manager/Staff to address inquiries and commentary from the public, directed to the Select Board, and to execute Select Board Policy.

Minimal Qualifications: The Secretary to the Select Board must be knowledgeable of municipal government procedures, operations, and functions with working knowledge of departmental operations; understanding of general office systems, word and excel. They must also have the ability to attend all Select Board meetings.

This is a Grade 8, non-union position with a scale of \$63,394 to \$82,412. The position is available immediately and will remain open until filled. For initial consideration, send application, cover letter, and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov by November 18th, 2022.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

David Abramson, Chair

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Town Website, Facebook

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