



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *Union – Community Development Administrative Assistant*

The Town of Provincetown is now accepting applications for the full-time position of Community Development Administrative Assistant.

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.

**Community Development Administrative Assistant:** The department administrative assistant supports the Customer Window, where regulatory questions are asked, permit applications received and referrals to professional staff made; the departmental phone, filing and other administrative work in support of the Building, Health, Licensing, Planning and Conservation Divisions.

**Minimal Qualifications:** The Administrative Assistant must have knowledge of secretarial or business skills; two to three years' experience working in an office setting, preferably dealing with the general public; or any equivalent combination of education and experience.

This is a Grade 3, union position with a scale of \$51,266 to \$66,646. 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](mailto:hr@provincetown-ma.gov).

*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.*

*Alex Morse, Town Manager*