



Town of Spencer
Office of the Board of
Selectmen
&
Town Administrator

Board of Selectmen:
Jared J. B. Grigg
Ralph E. Hicks
John J. Howard
Anthony D. Pepe
Gary E. Woodbury

Town Administrator:
Jeffrey K. Bridges
jbridges@spencerma.gov

Executive Assistant: The Town of Spencer seeks candidates for the position of Executive Assistant to provide multi-faceted administrative support to the Town Administrator and Board of Selectmen. Requires a well-organized person with solid oral and written communication skills, the ability to work independently in a fast-paced and highly diverse environment utilizing multi-tasking skills. Involves work of a confidential nature requiring considerable discretion.

Responsibilities include providing administrative support for the Town Administrator and Board of Selectmen, preparing agendas and informational packets, transcribing minutes, managing licensing for alcoholic beverages, new and used auto dealers, gravel removal, various events, and others, processing invoices and monitoring accounts, human resource support, act as CORI representative, develop the Annual Town Report, assist in preparation of budget and capital documents, update webpages, and other projects as assigned.

Successful candidates will have an Associate's Degree in business or similar field and 3 to 5 years' related experience, preferably in a municipal environment, or an equivalent combination of education and experience.

This is a full-time 4-day per week position and includes biweekly night meetings. Salary range \$26.72 to \$33.18 per hour, DOQ, with comprehensive benefits. Open until filled.

Visit spencerma.gov for job description and application. Submit application and resume to Town Administrator, Town of Spencer, 157 Main St., Spencer, MA 01562, or email jbridges@spencerma.gov AA/EOE.