



NOTICE OF EMPLOYMENT OPPORTUNITY PART-TIME DEPARTMENT ASSISTANT- DPW

The Town of West Boylston is seeking a Part Time Department Assistant for the Department of Public Works (DPW). This is a 19 hour/week, non-benefitted position.

The Department Assistant provides clerical and administrative support to the DPW and performs front-line customer service work and supports the activities of the Department.

Position requires working knowledge of Department operations and organizational structure, ability to quickly gain a general knowledge of applicable Town Zoning Bylaws and General Bylaws. Thorough knowledge of office software including word processing and spreadsheet applications. Ability to manage multiple projects as assigned. Ability to complete assigned tasks during varying periods of interruption. Position requires High School diploma or equivalent, 1 to 3 years of experience in a related field; or any equivalent combination of education, training and experience.

Applications and job descriptions are available at www.westboylston-ma.gov, or the Office of the Town Administrator, 140 Worcester Street, West Boylston, MA 01583. Position will remain open until filled. First review of applications: December 6, 2023. The Town of West Boylston is an equal opportunity employer.