



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *Non-Union – Executive Assistant to the Town Manager*

The Town of Provincetown is now accepting applications for the full-time position of Executive Assistant to the Town Manager.

This is a full time 40 hours a week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12 with a competitive benefits package.

The Executive Assistant to the Town Manager plays a critical role in supporting the Town Manager's office by providing highly sensitive and confidential assistance in managing office operations and carrying out public purchasing duties. This position requires independent judgment, technical expertise, and a deep understanding of overall Town activities. The Executive Assistant performs various responsibilities including administrative tasks, public communication, event coordination, and procurement management.

Minimal Qualifications: The Executive Assistant to the Town Manager must be knowledgeable of municipal government procedures, operations, and functions with working knowledge of departmental operations; understanding of general office systems, word, excel, and other computer applications. Must be skilled in technical, specialized administrative tasks requiring independent judgement.

This is a Grade 8, non-union position with a scale of \$64,662 to \$83,957. 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*

Posted:

Date: