



Town of Belmont

Employment Opportunity

The Town of Belmont is now accepting applications for the Full Time position of:

ADMINISTRATIVE ASSISTANT III

Facilities Department

SEIU GRADE 8

Starting Hourly Rate \$25.2448

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **November 30 2020.**

The Town of Belmont Facilities Department is looking for an Administrative Assistant III to join their team. The Administrative Assistant III assists the Director of Facilities with various tasks associated with maintaining efficient operation and maintenance of Town and School Buildings.

Reporting to the Director of Facilities, this position assists with budget preparation, scheduling of maintenance activities with third party providers and existing staff; administration of access control systems, scheduling of public spaces to be used by others and ensuring buildings are programmed to lock and unlock consistent with meeting times. In addition this position administers lighting control systems, adjusts temperature systems when requested to do so by the Director and administers the work order system including but not limited to entering work orders, closing work orders, and noting all activity in work orders.

The Administrative Assistant III duties include but are not limited to monitoring and maintaining financial spreadsheets, assisting the Facilities Manager coordinating repair work and relaying information relating to maintenance and operational issues of Town and School buildings to vendors. This position provides assistance to committees that may include posting notices, making room reservations and distributing agendas. The Administrative Assistant III reviews and processes all invoices in a timely manner, reconciles bills and ensures receipts of revenue. The Administrative Assistant III is the contact person for the town-wide cell phone program, coordinates rental of facilities and issues parking tags.

Minimum requirements include an associate's degree in a related field, bachelor's degree preferred with three years of progressively responsible office administration experience in a fast-paced, customer service/response environment.

This is a Benefits Eligible position. This position is covered under a collective bargaining agreement with the SEIU and qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, personal, and holiday leave. This position also qualifies for the Town's pension system. This position has a starting hourly pay rate of \$25.2448 and is 40 hours weekly.

Resumes with the **required** Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of November 30, 2020.

EEO



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov