



Town of Hanover
Department of Public Works
40 Pond Street
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Victor J. Diniak
Director of Public Works

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To: Bulletin Boards at Town Hall, School Department, DPW, Fire Department, Police Station,
Town Clerk, and Library

Job Posting
Administrative Assistant to Director of Public Works

The Town of Hanover DPW has a position available for an Administrative Assistant to the Director of Public Works. The position requires a high school diploma or equivalent and prior experience in customer service. An Associate's Degree in Communications, English, Journalism, or equivalent experience in developing content for posting to traditional media and or social media channels is desirable. The pay scale is \$22.73 to \$24.77 per hour.

The successful candidate will be responsible for general administrative support for the Director of Public Works and the operations of Hanover DPW. A significant portion of this position will include documenting the daily work of field personnel in the department's work order system, developing content for delivery to traditional media channels, and expanding and supporting the Department's electronic and social media presence.

Strong customer service skills, computer skills, organizational skills, and an attention to detail are required. Demonstrated ability to effectively and confidently communicate in a positive and engaging manner, both orally and in writing to customers and field personnel, is essential to success in this position.

If selected for the position, the candidate shall undergo a pre-employment physical which shall include screening for drugs and alcohol, a CORI check, and shall be subject to the employment policies of the Town of Hanover once hired.

This is a 35 hour per week position. The schedule is expected to be Monday through Friday, 8:00 am to 4:00 pm. The complete job description and application are available at the Hanover DPW office, 40 Pond Street, Hanover MA 02339. The posting will remain open until 4 pm on July 4, 2018, or until the position is filled. The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.