



TOWN OF BELMONT Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

ADMINISTRATIVE COORDINATOR – HUMAN SERVICES

Recreation/Council on Aging

Beech Street Center

SEIU UNION * Grade 10 Hourly Pay Range: \$30.4275-36.4565

Closing Date: July 25, 2024

The Town of Belmont is currently seeking candidates for a full time Administrative Coordinator – Human Services. This exciting opportunity will enable the successful professional candidate to join a dedicated team that provides high quality services to the community of Belmont.

This position assists the Recreation/Council on Aging (Human Services) Department in coordinating departmental operations and in completion of administrative tasks, including program registrations general customer service, departmental organization, volunteer supervision, and revenue tracking. Acts as liaison between the Human Services Department and the public. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

A complete job description is available upon request.

The ideal candidate will have a Bachelor's Degree or equivalent plus one to three (1-3) years of administrative experience and experience in public accounting or in a related field; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination. Knowledge of principles and practices of public accounting is required. Knowledge of purchasing and operational procedures is preferred.

This position is full time, forty hours, requiring candidates to be available to work during the Beech Street Center Hours. This position qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, personal, and holiday leave and Town pension.

Submissions, including a Town Application, cover Letter and Resume, will be reviewed at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax (617) 993-2741

The Town of Belmont is an Equal Opportunity Employer.



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.

Some employees will need to complete a pre-employment physical and drug-screening examination. All 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