



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

TEL: (978) 620-3063
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Administrative Assistant
Department: Recreation Dept./Human Rights & ADA Commission
Pay: Grade 2 \$35,000 - \$45,000 (Annual Salary)
Union: Non-Union/Non-Exempt

Duties: Works under the general direction of the Recreation Director (1/2 FTE), ADA Coordinator (1/4 FTE), Human Rights Commission (1/4 FTE) employee performs various secretarial and administrative duties. Employee establishes own work plan and priorities, using established guidelines and procedures; only unusual cases are referred to the supervisor.

Position is a flexible 35 hour a week position with no fixed schedule. Most work, associated with Human Rights Commission and American Disabilities Act Commission, occurs after normal operating hours. Some work with the Recreation Department may occur during weekends.

Responsible secretary and administrative work assisting the Recreation Department, the Human Rights Commission and the ADA Coordinator to discharge the duties and ensure the efficient operation of the each office; employees is required to perform all other related work as required.

Qualifications: Associates Degree in Business Administration or related field; three to five- (3-5) years' progressively responsible experience in administrative or secretarial work; experience working in municipal government strongly preferred; or an equivalent combination of education and experience. Bilingual English/Spanish preferred.



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Appointing Authority: _____

A handwritten signature in blue ink, appearing to read "Daniel Rivera", written over a horizontal line.

Daniel Rivera, Mayor

Posting Date: August 16, 2017

Deadline: Until Filled

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
Application and Full Job Description Available in the City Personnel Department
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.