



WE'RE HIRING

ADMINISTRATIVE ASSISTANT

RECREATION DEPARTMENT

SALARY RANGE: \$56,341.49-\$59,790.04



Benefits

- ✓ Comprehensive PFML
- ✓ Generous PTO
- ✓ Insurance on Day One
- ✓ Pension System

Why Choose Shrewsbury

Driven by our strategic goals to be a Thriving and Prosperous community, Shrewsbury actively invests in active and passive recreation, rich cultural experiences, and vibrant local connections. As an Administrative Assistant in our Recreation Department, you'll be directly supporting the high quality of life, accessible public spaces, and engaging programs that make our town a premier destination to live, play, and grow!

Send Resume & Cover Letter to:  jobs@shrewsburyma.gov

<u>Weekly Hours:</u> 37.5 Hours/Week	<u>Title:</u> Administrative Assistant
<u>Location:</u> Recreation Department	<u>Bargaining Unit:</u> Non-Union
<u>Supervisor:</u> Recreation Director	<u>Hiring Range:</u> \$56,341.49 to \$59,790.04 Annually (DOQ)

Summary:

The Town of Shrewsbury is looking for an energetic, detail-loving Administrative Assistant to serve as the heart and hustle of our Recreation Department! Driven by our strategic goal to build a Thriving and Prosperous community through top-tier recreation, rich cultural experiences, and vibrant local connections, this role puts you right at the center of what makes Shrewsbury a premier place to live, play, and grow. If you love variety, thrive on solving puzzles, and want to be the friendly face behind our favorite town events, this is your backstage pass!

Sitting right at the heart of the action, you'll keep departmental operations moving smoothly, managing program registrations, facility permitting, bi-weekly payroll, accounts payable, and essential meeting support for Town boards. Working alongside dynamic municipal teams, you'll gain hands-on experience across local government administration, financial reconciliation, and public relations. It's an exceptional foundation for ongoing professional development, allowing you to level up your project management skills while seeing your daily work turn into direct, meaningful impacts and real smiles across the community!

What You'll Do:

- Serve as the primary administrative point of contact, providing front-line public assistance, issuing facility and field permits, managing program registrations, and maintaining key usage schedules.
- Handle accounts payable, process weekly payroll, manage purchasing cards, issue invoices, deposit receipts, and reconcile accounts with the Finance Department.
- Design program visual materials, update the Town website and social media, coordinate seasonal guides, and manage public notices.

- Assist with bid procurement documents, compile public notices, and provide administrative support to Town boards and commissions (including agenda preparation and minute-taking).
- Maintain departmental databases, generate usage and sales reports, and assist with special events or facility operations as needed.

What You Bring:

- Associate's degree in Business Administration or a related field and 3 years of administrative experience including hands-on bookkeeping and payroll management or an equivalent combination of education and experience. Prior experience working in a municipal or local government setting is preferred.
- Ability to execute daily office operations using strong organization, record-keeping, and confidential file management skills.
- Demonstrate proficiency in Microsoft Office, Google Suite, and Canva. Experience with Munis and recreation software is a plus.
- Maintain accurate financial records and draft clear, professional written communications.
- Knowledge of town government, municipal procedures, and public works rules and regulations.
- Deliver exceptional customer service, interacting tactfully with the public, municipal departments, and government bodies.
- Ability to work independently, manage competing priorities, and apply strong analytical skills to resolve daily operational tasks.

Work Hours & Benefits

The Administrative Assistant works closely with the terrific team in the Recreation Department at 835 Main Street, Shrewsbury, MA 01545 in a busy office setting with regular interruptions to respond to requests for information. Standard work hours are Monday, Wednesday, and Thursday from 8:00 AM to 4:30 PM; Tuesday from 8:00 AM to 6:30 PM; and Friday from 8:00 AM to 12:00 PM. The Administrative Assistant attends monthly evening meetings as needed. The Town of Shrewsbury offers a comprehensive benefits package featuring health insurance, a public pension system, generous paid time off, professional development opportunities, and an extensive Employee Assistance Program. Additionally, Shrewsbury is one of the first municipalities in the Commonwealth to provide Paid Family & Medical Leave.

How to Apply

Become the Beat of Shrewsbury Recreation! To learn more about this position please review the full job description. When applying for this position a cover letter and resume may be sent via email to Lilianne Exinor, Human Resources Coordinator, at jobs@shrewsburyma.gov indicating the position you are applying for in the subject line. The position is open until filled with initial review of applicants October 6, 2026.