



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

JOB POSTING

ASSISTANT TO POLICE CHIEF

(40 hours, \$29.19 - \$31.90hr)

The Town's Human Resources Department, is seeking a qualified applicant to fill the multi-faceted and fast paced position of Assistant to Police Chief. This position is responsible for performing highly responsible administrative duties in directly assisting the Chief of Police with all aspects of the day to day operation of the Department. A qualified applicant must thrive working in a fast pace atmosphere and be successful at multi-tasking. This is a full-time, Monday through Friday, position. Salary and a generous benefit package, including Health Insurance paid at 68% of the premium and Dental Insurance paid at 75% of the premium, are in accordance with current Collective Bargaining Agreement.

Education: High School diploma or equivalent required, an Associate's Degree or Bachelor's Degree preferred, and three to five years of financial administration experience, including experience processing large payroll, preferably in a municipal setting, and experience in a position involving contact with the public, or any equivalent combination of education and experience, required. Massachusetts Class D Motor Vehicle Operator's License required.

Knowledge: Thorough knowledge of budgeting, payroll, word processing, spreadsheets and Excel required. Knowledge of Town government, financial procedures, and Civil Service procedures preferred. Must have the ability: to work in fast-paced, multi-task environment; to work efficiently under time constraints and to meet deadlines; to maintain detailed, extensive and accurate financial records and to prepare reports from same; to analyze financial data and make recommendations; to communicate effectively both verbally and in writing; to interact and work effectively with employees in other departments and to deal tactfully and appropriately with the general public. Organizational skills and computer skills required.

Responsibilities: The responsibilities include but are not limited to: processing weekly payroll and detail billing; assisting in preparing annual department budget; acts as Civil Service liaison for the department; applies for and manages state and federal grants; processes incoming monies and processes bills; provides supervision and training to clerical employees and similar related work as required.

Subject to a full background check, pre-employment physical and drug test.

Please submit a letter of interest and resume and/or Employment Application (found at www.wareham.ma.us) to the Human Resources Director:

Dorene M. Allen-England, Esq.
54 Marion Road
Wareham, MA 02571
Dallen-england@wareham.ma.us