

Executive Assistant/Operations Manager – Town of Somers

Highly responsible administrative position supporting the Board of Selectmen and First Selectman and performing a variety of functions including budgetary, accounting, human resources, and customer service, in an organized, timely and efficient manner. .

Required Qualifications: Bachelors degree in related field, with a minimum of 5 years work related experience in financial operations, human resources, operations management and administration or a combination of all critical factors. Preferred qualifications: Masters degree in related field or 7 years comparable experience within required qualifications.

Salary range \$38,000 to \$45,000 based on experience, with town benefits.

Visit www.SomersCT.gov for more information and job description.

Closing Date for this position is June 11, 2010, though applications will be accepted until the position is filled.

Email letter of interest and resume to selectman@somersct.gov or regular mail to Executive Assistant/Operations Manager Search, P.O. Box 308, 600 Main Street, Somers CT 06071. EOE