
TOWN OF MEDWAY

Executive Assistant, Town Manager/Select Board

The Town of Medway is seeking experienced candidates for the full-time position of Executive Assistant, Town Manager/Select Board. This position works under the direction of the Town Manager and the Assistant Town Manager. Performs administrative tasks including producing and distributing correspondence, answering and directing phone calls, maintaining contact lists, ordering office supplies, and coordinating meetings. Provides general support to visitors. Responds to Freedom of Information requests. Manages the Town Manager and Select Board pages on the Town website. Prepares and posts Select Board meeting agendas; compiles and distributes meeting documents; coordinates the approval of meeting minutes and executes all follow-up action/correspondence. Processes accounts payable, monthly account reconciliations, revenue deposits, and insurance claims. Administers Select Board-issued licenses. Assists in all aspects of preparation for Town meetings including the preparation of the Town Meeting Warrant, the Finance Committee Report to the Annual Town Meeting. Assists with the compilation and production of capital and operating budget materials. Administers contracting and billing of Thayer Homestead rentals. Provides administrative support to Human Resources. Maintains updated records of the Town's policies. Maintains office files, reviews, and disposes of files according to appropriate retention schedules. Attends Select Board meetings and prepares minutes.

Knowledge of state and municipal government organizations, regulations regarding public information, office practices, and procedures is preferred. Must possess excellent technology skills including proficiency in Microsoft Office. Knowledge and experience with Munis are desired.

A high school diploma is required, a bachelor's degree is preferred. Three (3) years of administrative office experience is required, municipal experience is strongly preferred. An equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the job may be considered.

For more details, please see the job description on the Town website. <https://medwayma.gov/departments/human-resources/job-opportunities>

Please send a cover letter, resume, and employment application to: Human Resources Manager, Cheryl Houle at Medway Town Hall, 155 Village Street, Medway MA 02053, or email to choule@medwayma.gov. The Employment Application can be found here https://storage.googleapis.com/juniper-media-library/117/2025/07/Employment_Application-Fillable.pdf

Date of Posting	December 18, 2025
Closing Date:	Open until filled
Salary Range:	\$75,000 - \$81,000 commensurate with experience