



Town of West Newbury, MA

Department of Public Works

Program and Project Manager

The Town of West Newbury seeks qualified candidates for the full-time position of DPW Program and Project Manager. The position is responsible for performing duties under the supervision of the DPW Director. Primary duties include: stormwater program management, assist with the sustainability and Green Communities Program, grant administration, and acting as the Town's special projects leader.

Prior municipal experience is desired, but not a requirement. Applicants must possess excellent organizational, communication, research and computer skills. They should also demonstrate the experience and willingness to self-teach on a variety of state and federal programs and take the lead to implement these programs within such time-sensitive constraints. Experience undertaking a project from conception to completion is strongly desired.

Complete job description can be found at Town Offices or on-line at www.wnewbury.org.

Hourly position budgeted at \$75,000 per year.

Qualified applicants should submit a resume and letter of interest to: Town Manager, Town Offices, 381 Main Street, West Newbury, MA 01985 or by email at townmanager@wnewbury.org. Position opened until filled.

The Town of West Newbury is an Affirmative Action / Equal Opportunity Employer.