



Town of Reading
16 Lowell Street
Reading, MA 01867

Fax: (781) 942-9037

Website: www.readingma.gov

Finance Department
Human Resources Division
(781) 942-9033

Elder/Human Services Administrator
Town of Reading

The Town of Reading is seeking qualified candidates for the part-time position of Elder/Human Services Administrator. The responsibilities include administering the Elder Service Programs for people age sixty and over and the Human Services Programs for individuals and families under the age of sixty. The employee also coordinates staff and other Town and community resources to address and respond to specific needs of clients and families and acts as staff liaison to the Council on Aging.

Candidates must have a Bachelor's degree in social work, public administration or a closely related field; Masters in social work, public administration or related field preferred; and three years experience in social work, public administration, elder services or human services; or an equivalent combination of education and experience.

The salary is dependent on qualifications and experience. This is a benefited position at 20 hours per week.

To apply, send an application or resume to Carol Roberts, Human Resources Administrator, Town Hall, 16 Lowell Street, Reading, MA 01867. Applications are available on the Town's website at www.readingma.gov. Resumes may also be sent as a Word document by e-mail to personnel@ci.reading.ma.us. Deadline is **June 13, 2011**.

Reading is an Equal Opportunity Employer M/F