



NOTICE OF VACANCY
September 17, 2015

POSITION: Conservation Administrative Assistant

DEPARTMENT: Public Works

SALARY: M-3 \$41,774 - \$49,920

HOURS: Monday – Friday 8:30 am – 5:00 pm 37.5 hours weekly

Statement of Duties: Performs a variety of clerical, administrative, customer service, and field assignments to support the overall functioning of the Conservation Commission and the Conservation and Open Space Division.

Supervision Required: Employee works under the direct supervision of the Conservation Administrator or their designee where clear, detailed and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion.

Supervisory Responsibility: Employee is not required to regularly supervise other town employees. Occasional direction of volunteers or interns may be required.

Accountability: Consequences of errors or poor judgment may include missed deadlines, monetary loss, and adverse public relations.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the assignment and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions. Employee is required to perform various field work in all weather conditions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting as well as walking outdoors.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Performs a range of administrative and clerical services including but not limited to greeting and directing visitors, answering phone calls, processing vendor invoices, maintaining department record files and entering data in to the department's data base management system.
2. Coordinates intake of permit applications and fees and reviews for completeness. Guides applicants through the permitting process. Routes applications permits and other documents pertaining to the Conservation Commission to appropriate staff, MADEP, and others as required. Tracks application process and closes when permit is issued. May draft and issue minor permits independently.
3. Provides administrative support to the Conservation Commission and to the Conservation and Open Space Division. Receives applications for and attends hearings and meetings. Prepares and posts calendar, agenda, legal advertisements, and abutter notices. Prepares and distributes meeting packets, signature sheets, and other meeting materials. Sets up and breaks down meeting rooms.
4. Prepares and prints Conservation Commission meeting minutes and posts them to the Town website.
5. Drafts Commission decisions and notifies abutters and applicants of results. Drafts other documents and issues permits that have been approved and signed.
6. Provides administrative support to the Conservation Administrator and Assistant Conservation Administrator. Provides administrative support to other Public Works programs as directed or required.
7. Responsible for maintaining a variety of print and electronic files and records. Researches files as needed and directed regarding specific property issues.
8. Assists in creating information for kiosks and events including the delivery of information to the appropriate venue in a timely manner.
9. Performs Conservation Land Management duties as assigned including but not limited to site inspections, clean-ups, coordinating and communicating with seasonal crew per direction of the Conservation Administrator. Assists in the development of stewardship programs and coordinates activities with Land Stewards. .
10. Participates in winter weather event operations as needed.

11. Performs special projects and other duties as required, directed, or as situations dictate.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in Environmental Sciences, Earth Sciences, Geography or related fields. One to two years of administrative experience; or an equivalent combination of education and experience.

Special Requirements:

Valid Class D Motor Vehicle License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of office procedures, computer programs and equipment. Knowledge of the MA Wetlands Protection Act and Town Bylaw. Knowledge of technology including but not limited to Microsoft Office and use of the Internet in support of department operations. Preferred experience with GIS and Accela platforms or the ability to learn. Knowledge of environmental issues and permitting functions relative to the department.

Abilities: Plan and prioritize work, and perform multiple tasks, work independently, and be self motivated.

Skills: Proficient customer service skills; proficient written and oral communication skills. Proficient data processing and computer keyboarding skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Required to work in both an office setting as well as outdoors. Moderate physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, twisting, reaching with hands and arms, and significant periods of time either sitting or standing. Walking for some period of time required, particularly on site visits. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

Motor Skills: Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, pushing, pulling, or lifting office equipment, and the sorting of papers.

Visual Skills: The employee is required to constantly read documents and reports for understanding and routinely for analytical purposes.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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