

ADMINISTRATIVE/CONSERVATION ASSISTANT – PART-TIME – TOWN OF GEORGETOWN

The Town of Georgetown is seeking qualified candidates for the position of part-time Administrative/Conservation Assistant. This position will provide support to the Conservation Agent/Conservation Commission related to the Conservation Commission's statutory responsibilities under the Massachusetts Wetlands Protection Act and the Ashland Local Wetlands Protection Bylaws and Regulations. Work will include administrative work in connection with the Wetlands Protection Act and Local Bylaws.

Hourly Rate: \$24/Hr.

Non Exempt Position

Anticipated Start Date: Immediately

Work Location: Town Hall

Work Schedule: Up to 20 hours per week, flexible based on employee and department needs (Mon.-Thurs.).

Application Deadline: Until Filled

ESSENTIAL FUNCTIONS INCLUDE:

- Mailing of permits, letters, and other documents
- Processing invoices and filing fees

- Creation and publication of agendas, meeting minutes, and legal advertisements
- Management of archived records
- Receive permit applications
- Respond to resident inquiries regarding the Conservation Commission
- Attend Conservation Meetings
- Assist in technical review of permit applications
- Assist in management of Conservation Sub-Committees
- All other duties as assigned

EDUCATION & EXPERIENCE

High School diploma or equivalent; a Bachelor's degree or enrollment in a relevant degree program preferred. Some Knowledge of the Wetlands Protection Act, wetlands science, and/or ecology a plus.

KNOWLEDGE, ABILITIES & SKILLS

Must be detail oriented and have excellent administrative skills. Must have strong computer skills. Must have excellent customer service skills. Must be able to establish and maintain

effective work relations. Must possess good written and oral communication skills.

APPLICATION PROCESS

To apply, please submit your resume and cover letter to
CShreder@georgetownma.gov