

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title:	Department Assistant - Conservation
Department:	Conservation
Appointing Authority:	Town Administrator
Affiliation:	AFSCME
Grade:	C-14
Personnel Board Approved:	5/18/99
Personnel Board Revised:	6/22/05 **
Effective Date:	12/7/15

Summary of Duties

Administrative, secretarial, and technical work in assisting the Conservation Administrator to discharge the functions of the office; office management work related to the accounting, administrative and technical work of the department; acts as initial contact to public, all other related work as required.

Supervision Received

Works under the under general direction of the Conservation Administrator; reports to Conservation Commission in absence of the Administrator.

Works independently generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; refers only unusual cases to supervisor.

Performs a variety of responsible, comprehensive functions of an administrative and technical nature, requiring independent judgment and initiative, and the ability to interpret guidelines and carry out assignments independently; exercises considerable judgment in responding to inquiries from the general public and managing workload and assignments.

Supervision Exercised

None

Job Environment

Performs work under typical office conditions with normal interruptions; work schedule requires attending evening meetings; work environment is moderately noisy.

Operates computer, typewriter, telephone, facsimile machine, copy machine and all other standard office equipment in a proficient and effective manner.

Makes frequent contacts with the general public, other Town departments and officials, other government agencies; communicates by means of telephone, personal discussion, and correspondence; contacts with the general public are for the purpose of explaining policies/procedures and providing departmental routine to complex information; contacts with officials and employees are for the purpose of coordinating work effectively.

Errors could result in considerable confusion, adverse public relations and legal and financial ramifications.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types 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.

Responsible for assisting in the efficient operation of the office, through the performance of various administrative and secretarial functions and the development of office procedures.

Acts as primary liaison with public, handles inquiries, makes referrals, provides some technical information especially regarding information related to the Massachusetts Wetlands Protection Act (WPA), MGL C.131, s.40, Wayland Wetlands By-law Chapter 194, land conservation programs; provides the public with access to Conservation Commission files, interprets some information on plans including but not limited to topographic elevations, floodplains elevations and wetland resource area delineation; retrieves information, makes copies and maintains extensive filing system.

Accepts and records all plans submitted for review related to WPA, building permits, proposed subdivisions and zoning applications; maintains records of the status of all plans, notifies applicants and consultants of status of decisions, hearing dates and times; upon completion of projects subject to WPA, accepts "As-Built" plans and related documents and prepares Certificates of Compliance for Conservation Commission review and approval.

Provides assistance to applicants in preparing WPA by-law hearing notices and posting legal notices.

Provides assistance with land management program, including map reproduction and distribution, coordination of community garden program and scheduling of public events; develops informational publications relating to conservation program.

Maintains records relating to land preservation and assists with preparation of the Open Space and Recreation Plan.

Assists in the preparation of the annual report and budget for review by the Conservation Administrator and Commission; maintains financial records and summarizes year-end fiscal expense reports.

Is responsible for administrative duties including, but not limited to, correspondence, vouchers, payroll information, general filing, supplies, forms and equipment.

May attend regularly scheduled Commission meetings in the evenings and is responsible for taking and transcribing minutes of the meeting.

Oversees the day-to-day administration of the office in the absence of the department head.

Assists in the administration and maintenance of the department's web page.

May be required to attend special meetings and work on special projects; performs similar or related work as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

High school diploma; Associates Degree in a related field of endeavor preferred.

Experience:

Over three years of experience in general clerical and secretarial work, with municipal experience preferred; some related experience in bookkeeping and computers.

Substitutions:

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Knowledge of standard office practices, procedures and equipment.

Knowledge of standard account maintenance in support of the department; ability to prepare reports and correspondence.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate board, office and staff functions.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to read and interpret pertinent Town Code and federal and state laws, rules and regulations relating to departmental operations; ability to read maps and plans.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

Physical Requirements

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to talk, hear, walk, stand, stoop, kneel, crouch, reach, and sit. May be required to push, lift or carry objects weighing up to 30 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**** This job description was reviewed and revised on 2/4/04 for all the aforementioned components with the exception of Physical Requirements. Physical Requirements will be revised under a separate review.**