

## **SENIOR DEPARTMENT ASSISTANT, NATURAL RESOURCES & CONSERVATION**

### **DEFINITION**

Performs office and administrative work to assist the Department of Natural Resources and the Conservation Administrator with the operation of the office and administering daily operations; all other related work, as directed.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are illustrations of the type of work 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.*

Answers the phone and assists the public; Relays information in person, by phone, in writing and by electronic media; provides information about Department programs and procedures; assists applicants in completing forms and applications; provides information about rules and regulations, referring people to correct sources of information; coordinates with and makes referrals to other departments.

Attends day and night meetings as required to produce a written record of proceedings; prepares draft minutes; Prepares agendas, reviews deadlines for scheduling, posting and publishing notices; prepares permits and enforcement using computer generated forms.

Prepares draft Orders of Conditions for review, modification and approval by the Conservation Administrator. Compiles, prepares and posts correspondence, legal advertisements, notices, documents and reports. Tracks notification of abutters, drafts and sends correspondence at direction of Director, Administrator, or Chairperson.

Assists the Chairperson of the Conservation Commission with the public meeting process; may be asked to confirm prior actions and/or practices.

Manages and maintains records and files, including records of collections and expenditures.

May supervise the equivalent of 1 full-time employee or volunteer

Performs other similar or related duties, as directed.

### **SUPERVISION**

Works under the general supervision of the Director of the Department of Natural Resources or the Conservation Administrator, following department rules, regulations and policies; duties require the ability to plan and perform operations and independently complete assigned tasks, according to prescribed time schedules

### **WORK ENVIRONMENT**

Work is performed in office conditions, with frequent interruptions to respond to requests for information or service; work is subject to fluctuations, and administrative deadlines. Employee routinely attends evening meetings.

.The employee has frequent contact with the general public, developers, environmental consultants, engineers, landscape architects, other government agencies and town employees.

The employee has access to department confidential information. Errors could result in delay of service, monetary loss or legal repercussions.

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

High school degree required. Advance training desired; Associate's degree is desired; minimum two years office experience or related experience required; municipal experience preferred; or an equivalent combination of education and experience.

##### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures; knowledge of the basic financial record keeping; familiarity with town government; knowledge or ability to learn state and local laws required to become proficient.

Ability to interact appropriately and tactfully with the public; ability to develop an understanding of regulations; ability to maintain detailed records; ability to learn and explain Department regulations; ability to explain Department policies and procedures to the public; ability to work independently; ability to follow detailed timetables

Skill working with people and managing details; computer skills; interpersonal skills; organizational skills.

##### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in office conditions. The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer. The employee operates standard office equipment

*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.*