NOTICE OF JOB VACANCY

Position: Administrative Assistant CONSERVATION – 35 HRS/WK
Salary: Grade C1 $20.17 to $28.09 10 Steps
Hours: Monday, Wednesday, Thursday 8:30–4:30, Tuesday 8:30-7:30, Friday 8:00-12 noon.

General Functions and Functions Specific to the Conservation Department:

Assists applicants in filling out forms as required under the Massachusetts Wetlands Protection Act and Town of Kingston Wetlands Protection By-Law.

Prepares online GIS mapping. Maintains all maps and plans in an orderly manner.

Prepares legal forms and documents for the Commission’s signature approval requiring working knowledge of content.

Prepares public hearings, meetings and drafts agenda for Commission members and Conservation Agent review; prepares support materials to the agenda for the Commission members.

Schedules dates and times of public hearings; managing multiple schedules and systems.

Maintains departmental information on the Town website and the Conservation Commission and Open Space Committee Facebook page with oversight of the department head. General responsibility for educating the public on Conservation issues and initiatives.

Posts Commission meeting minutes to the Town website and submits Commission agendas to the Town Clerk.

Writes and submits public hearing notices to the local newspaper.

Creates Orders of Condition, Certificates of Compliance, Extension Permits, Determinations of Applicability, Orders of Resource Area Delineation, Amendments, and Enforcement Orders in accordance with the Massachusetts Wetlands Protection Act and Regulations as well as the Town of Kingston Wetlands Protection By-Law and Regulations.

Records, transcribes, copies, distributes and files accurate minutes of each regular, executive, and emergency meeting of the Commission.

Handles requests for public records in accordance with Massachusetts Public Record laws with supervision from department head.

Occasionally required to handle confidential information related to executive sessions, appeals, land purchases and other legal matters.

Maintains Inspection & Guarantee accounts, bills payable, and deposits to the Treasurer’s Office of all fees collected.

Conducts all mailings for the department including permits, enforcement orders, document requests, informational packets for new residents, etc.

Required to attend evening Commission meetings twice a month for the purpose of recording minutes of meetings and scheduling of future hearings and agenda items. May be more frequent if needed from time to time.
Familiarity with and interest in conservation issues.

General knowledge of the Wetlands Protection Act and Regulations and ability to learn the provisions of the Town of Kingston Wetlands Protection By-Law and Regulations.

Working knowledge of Open Meeting Law, Records Retention Schedule, and other related regulations and policies.

Maintains paper and electronic filing system. Photocopies paperwork and distributes to appropriate source.

Exercises responsibility for the maintenance, either manually or by computer, of important departmental records requiring the careful recording, classification and compilation of information; posts and records information; updates data; checks, sorts, records and files various materials; calculates and prepare weekly payroll for department; may maintain personnel records relating to sick leave, overtime, retirement, holiday leave, vacations, etc.

Maintains records related to the department’s budget; is responsible for budget details, accounts and summaries; monitors expenditures and balances within accounts; assists department head with preparation of annual budget; prepares monthly, quarterly, and annual budgetary reports. Prepares purchase orders; may pay bills and processes invoices; prepares bid documents and legal advertisements; orders supplies as needed or directed. May approve/authorize departmental permits.

Provides assistance to the department head, performing a wide variety of responsibilities, including creating correspondence, memorandums, purchase orders, reports and other documents from rough drafts, meeting minutes from digital recordings, Dictaphone or stenographic notes; also composes correspondence from verbal instructions.

Receives and directs all mail, filings, plans, and documents. Types letters as dictated; may draft original correspondence as knowledge in Conservation increases.

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Consolidates a variety of information and data for Conservation Agent’s decision-making purposes. May act as receptionist, screens telephone calls and visitors, referring same to appropriate official or office.

May be expected to learn and cover other departments’ administrative responsibilities on an as needed basis for varied periods of time.

May be required to attend evening or after normal work hours department board meetings.

May be required to attend weekend, evening, or online training sessions related to job functions and Conservation information.

Assists with special projects and performs similar or related duties as required.

**Definition:**

Provides responsible and skilled administrative assistance to a major town department, performing a wide variety of complex general administrative responsibilities and specific skills to the department assigned; all other related work as required.

**Supervision:**

Works under the general direction of the Department Head or supervisor, who makes work assignments and may review work upon completion; following department rules, regulations and procedures, requiring the ability to plan and perform
operations, and to independently complete tasks according to established guidelines and timeframes. Performs varied and responsible duties requiring thorough knowledge of departmental operations. Exercises judgment and initiative in responding to inquiries and in dealing with the general public, particularly in situations not clearly defined by precedent or established procedures.

Work at this level is varied, involving both standard and non-standard practices and techniques; incumbent is called upon to handle details, each varying from the other in substance and content; work is made difficult at times by numerous interruptions, which must be attended to. The incumbent is expected to work independently with the knowledge of assigned departmental rules, procedures, and regulations in absence of the department head.

**Job Environment:**

Work is performed under typical office conditions; incumbent works in a busy office, where there is much activity.

Operates computer, copier, fax, typewriter, calculator, and other standard office equipment.

Makes frequent contacts with the general public requiring strong customer service skills; frequent contact with other town departments and officials, may make contacts with professionals within the department’s area of focus, such as engineers, banks, attorneys, state agencies, contractors, architects, real estate agents, insurance agents, vendors, state, federal, nonprofit agencies, other municipalities, and the general public.

Errors could result in delay and confusion, poor public relations, and cause potential monetary and legal ramifications for the Town.

**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.)

Administrative Assistant may perform some or all of the following general functions, as well as the functions specific to the assigned department:

May act as receptionist, screen, answer, make, and return telephone calls and visitors, referring same to appropriate official or office.

May be expected to learn and cover other departments’ administrative responsibilities on an as needed basis for varied periods of time.

Types letters as dictated; may draft original correspondence as knowledge in assigned department increases.

Receives and directs all mail, filings, plans, and documents.

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Prepares purchase orders; may pay bills and processes invoices; prepares bid documents and legal advertisements; orders supplies as needed or directed.

Provides assistance to the department head, performing a wide variety of responsibilities, including creating correspondence, memorandums, purchase orders, reports and other documents from rough drafts, meeting minutes from digital recordings, Dictaphone or stenographic notes; also composes correspondence from verbal instructions.
Maintains records related to the department’s budget; is responsible for budget details, accounts and summaries; monitors expenditures and balances within accounts; assists department head with preparation of annual budget; prepares monthly, quarterly, and annual budgetary reports.

Exercises responsibility for the maintenance, either manually or by computer, of important departmental records requiring the careful recording, classification and compilation of information; posts and records information; updates data; checks, sorts, records and files various materials; calculates and prepare weekly payroll for department; may maintain personnel records relating to sick leave, overtime, retirement, holiday leave, vacations, etc.

Working knowledge of Open Meeting Law, Records Retention Schedule, and other related regulations and policies. Maintains paper and electronic filing system. Photocopies paperwork and distributes to appropriate source.

Consolidates a variety of information and data for department head decision-making purposes.

Posts department specific Commission/Board meeting minutes to the Town website and submits agendas to the Town Clerk.

Records, transcribes, copies, distributes and files accurate minutes of each regular, executive, and emergency meeting of the department specific Board/Commission.

Schedules dates and times of public hearings; managing multiple schedules and systems.

May be required to attend evening or after normal work hours department board meetings.

May be required to attend weekend, evening, or online training sessions related to job functions and Department information.

Assists with special projects and performs similar or related duties as required.

**EXTERNAL APPLICATIONS WILL BE ACCEPTED STARTING OCTOBER 6, 2020**

To view the full job description please visit [www.kingstonmass.org](http://www.kingstonmass.org). Qualified applicants should complete the [Town of Kingston employment application](http://www.kingstonmass.org) found on the Town website under Human Resources and submit their résumé. Application materials can be emailed to personnel@kingstonmass.org, mailed to the Town of Kingston Town House Attn: Human Resources, or hand delivered. The Town of Kingston is an Equal Opportunity/Affirmative Action Employer. Position is accepting applications until an offer is made.

*The Town of Kingston is an EEA/AA employer.*