**Natural Resources Secretary – Town of Wellesley Natural Resources Commission**

**Job Title:**  Natural Resources Secretary

**Salary/Compensation:** $21.30 - $23.27/hour

**Location of position:** Wellesley, MA

**Employer:** Town of Wellesley Natural Resources Commission

**Description of employer:** The Natural Resources Commission’s goals are to provide the Town with the highest quality of environmental leadership, planning and management, establish sound environmental policy and protect and improve the Town's natural and outdoor recreational resources.

**Work schedule:** Full time, 35 Hours/Week

**General Job description:** Within assigned priorities, the incumbent organizes workflow, types memorandums, contracts and other documents, handles routine correspondence, schedules meetings, hearings, conferences, and appointments, takes and prepares minutes and dictation, and distributes agendas, minutes, and mailings. Thorough knowledge of Wetlands Protection Act procedures is a plus. Tact and diplomacy in dealing with the general public and public officials are required. Maintaining confidentiality regarding real estate, legal, and personnel matters is essential.

**Qualifications:** High School diploma or equivalent. Three years of experience working in an office environment. Demonstrated computer skills, including proficiency in Microsoft Word, Excel, Access, Outlook, spreadsheets and databases. Demonstrated oral and written communication skills, interpersonal skills, organizational skills and the ability to prioritize workflow and meet deadlines. Ability to learn Town accounting (MUNIS) and Town government procedures. Ability to attain thorough knowledge of the Wetlands Protection Act and Wellesley Wetlands Protection Bylaw.

**Deadline to apply:** COB, March 25th, 2020

**For More Information and How to apply:** To apply, submit a cover letter and resume to the Human Resources Department, 525 Washington Street, Wellesley, MA 02482 or e-mail as a Word document or PDF to hr@wellesleyma.gov by March 25, 2020  EOE/AA