Town of Norton
Conservation Commission Secretary

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

Hours:
The Conservation Secretary is a part-time position (18 hours). Friday office hours (4 hours) must be covered.

Office Environment:

- Works independently generally setting own daily work plan
- Performs work under typical office conditions with normal interruptions; work environment is moderately noisy.
- Operates computer, typewriter, telephone, facsimile machine, copy/scanning machine and all other standard office equipment in a proficient and effective manner.
- Makes frequent contact 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.

Supervision Received:
The Conservation Secretary is appointed at the discretion of the Town Manager. The Conservation Secretary reports directly to the Conservation Director.

Responsibilities:
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.

General office tasks:

- 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. Is responsible for administrative duties including, but not limited to, correspondence, accounts receivable, accounts payable, payroll, general filing, purchasing supplies and equipment and file maintenance. Typing, computer skills in Word, Excel, Office, Adobe, Outlook and Internet required, proficiency in Powerpoint and Google documents preferred.
- Acts as primary liaison with public, contractors, engineers, attorneys etc., handles inquiries, provides procedural and basic permit filing information related to the Massachusetts Wetlands Protection Act (WPA), MGL C.131, §40, Conservation Commission policies, and documents complaints.

- Maintain all public records per record keeping schedule and for public viewing.
- Manage bills payable, receivable, and Excel forms regarding the legal notice bills, consulting fees and special projects.
- Maintain Excel sheets for operating budget and Wetland Protection Fund.
- Prepare draft annual budget, encumbrances reporting, and purchase orders.
- Update conservation commission and open space webpages.

Wetland Permits:

- Process and maintain all individual permit applications, wetland files, and correspondence, in addition to responding to abutters' requests for information.
- Submit by email a legal notice for each project to the Sun Chronicle at least five business days before the meeting per Regulation.
- Post meetings with the Town Clerk.
- For Determination of Applicability projects, identify all abutters within 100 feet of property line of a project, through Assessor's Office, and send copy of legal notice to applicant, owner, representative and abutters.
- Prepare draft biweekly meeting agendas. Post public meeting with the Town Clerk at least 48 hours before scheduled meeting per Open Meeting Law. Copy agenda and send for commission members' review, hand-delivery of packets to members as required.
- Prepare, notarize and issue all official documents (on Department of Environmental Protection-DEP forms).
- Transport official documents, large plans, print orders or documents to the Registry of Deeds for recording, print store or post office when necessary.
- Draft meeting minutes for conservation commission approval. Draft minutes must be submitted within three (3) weeks of the meeting. Submit copies to Town Clerk and Library once approved.

Community Rating System (CRS) Program:

The Conservation Secretary drafts documentation of 12 required actions for this yearly certification. Documentation includes notifying the approximately 500 owners of floodplain properties via mail, real estate companies, banks, and area town officials of the availability of flood insurance information and floodplain determinations and submission of press releases.

Recommended Minimum Qualifications:

- *Education:* High school diploma; Associates Degree in a related field of endeavor preferred.
- *Experience*: Over three (3) years of experience in general clerical and secretarial work, with conservation commission experience as highest preference, followed by municipal experience preferred; 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:
Maintain license (or obtain license within six months) as a Notary Public for the Conservation Commission. Additional services may be lent to Town Treasurer, Town Planner, Town Manager, Board of Selectmen and sometimes the public. License requires continuing education workshops and fees.

Knowledge, Abilities and Skills:
Knowledge of standard office practices, procedures and equipment. Knowledge of standard accounting in support of the department; ability to prepare official documents 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 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. Excellent typing, secretarial skills, and 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.