

## **Conservation Assistant**

Inspection, regulatory, administrative, and technical work in enforcing the provisions of conservation and wetlands protection laws and regulations, and in providing technical assistance to the conservation commission; monitoring conservation restrictions; all other related work as required.

### **Minimum Qualifications:**

High school Diploma with college courses in land use management, environmental science or related field; college degree preferred. More than 3 years of experience in conservation activities, environmental planning or a related field. Demonstrated experience in secretarial, bookkeeping or administrative work. Class D drivers license required. Notary Public helpful. MACC Fundamental Certificate preferred. Knowledge of Massachusetts conservation laws, Wetlands Protection Act and Regulations, and Town Wetland Protection Ordinance and Regulations. Working knowledge of office procedures. Familiarity with town government. Ability to operate various types of office equipment. Ability to communicate appropriately with Town officials, employees and the general public. Ability to establish and maintain complex record systems. Ability to read site plans, make inspections and to identify plant types. Strong communication skills. Proficiency in the use of computers, including word processing, and Microsoft Excel with knowledge of Laserfiche and OpenGov programs a bonus. \$1,205.42 weekly + benefits. Town of Barnstable is an EOE/AA. Position opened until filled.

Apply online at: <https://townofbarnstable.us/>