



**JOB POSTING – July 12, 2024
DEADLINE- Until Filled**

INTERNAL FOR 7 WORKING DAYS

Job Title: Administrative Assistant

Department: Conservation and Sustainability

Reports to: Director of Conservation and Sustainability or their designee

Job Summary:

Performs skilled administrative clerical work in support of the Office of Conservation and Sustainability and Conservation Commission; performs all other related work as required

Supervisory Responsibilities: None

Duties/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.

- Provides customer service by answering questions both in person, by telephone, and email; provides information requested in order to allow the public as well as other offices to obtain the information needed as quickly as possible, or to refer them to the proper person so they may obtain the needed information; updates department website as necessary.
- Performs clerical assistance for staff; prepares and types forms, letters, memoranda, correspondence, reports, various types of documents; proofreads typed material for grammatical accuracy, proper format, and completeness.
- Attends various public meetings of the Conservation Commission; schedules meetings and hearings; composes and posts agendas and notices; prepares all informational packets for members; drafts and distributes meeting minutes; drafts decisions, letters, and other correspondence; posts information on the website as necessary. Public meetings are primarily held during evening hours, usually twice monthly.
- Tracks filing dates and statutory requirement due dates in compliance with necessary laws; enters information into database as necessary; compiles lists of data or information; transfers or posts information to records and retrieves information or data from files.
- Maintains records and files; assists with grant project administration; investigates records, files or other information resources to obtain necessary information.

- Maintains and updates materials on the Office of Conservation and Sustainability website and social media platforms.
- Processes and issues permits; collects fees and payments and logs them in ledger.
- Prepares vouchers, requisitions, purchase orders, inventories supply, and the like when needed.
- Administers special projects as assigned and provides project support for staff as needed.
- Performs similar or related work as required, directed or as situation dictates.

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Required Skills/Abilities:

- *Knowledge:* Thorough knowledge of office procedures, practices, office equipment and terminology. Knowledge of applicable Massachusetts General Laws. Knowledge of business English, spelling, and math. Working knowledge of departmental operations as they relate to other city departments and offices.
- *Ability:* Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, coworkers, other

Education, certification, licensure, or other similar requirements:

- Associate degree or advanced technical education; two to three years of progressively responsible office experience; or any equivalent combination of education and experience.
- Bilingual preferred (Spanish/ English).

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & Hours: Regular Full-time employment, 20 hours per week, Monday-Friday 9am-2pm, flexible with night meetings

Salary/Pay rate: \$ 22.51 (minimum) up to \$ 23.94 (maximum) per hour (Grade 1510, NAGE)

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA)

How to Apply: Please send resume and cover letter to Personnel@holyoke.org