

The Town of Mattapoisett is seeking applicants for the position of Conservation Agent/Planner.

Mattapoisett is a small, coastal community in Southeastern Massachusetts with an annual operating budget of approximately \$32 million.

The Conservation Agent/Planner will provide professional management, support, and coordination to both the Mattapoisett Conservation Commission and Planning Board. The position will perform technical reviews on applications and submissions to the Board and Commission. The Conservation Agent/Planner should understand the importance of biodiversity, water resources, open space protection, short and long range planning principals, and land use development principals. This position is front facing and will interact with other town departments, the general public, consultants, Federal and State agencies and Board and Commission members.

The position does require the Conservation Agent/Planner to attend regular night meetings of both the Conservation Commission and Planning Board, as well as attend site visits as needed.

The successful candidate shall have a bachelor's degree in environmental science, conservation biology, urban or regional planning or a related field. The candidate should also have two years experience in wetlands protection, land conservation, environmental management, land use or municipal planning. Candidates with comparable experience are encouraged to apply. A valid Massachusetts Class D Motor Vehicle Operators License is required.

This is a full-time position, 35 hours/week, with a starting salary range of \$60,000 - \$75,000. Pay is dependent on qualifications.

Complete job description is available on the Town website under ***Current Job Openings***.

Applicants should send a resume and cover letter to KDesrosiers@Mattapoisett.net, they will be reviewed as received and the position is open until filled.

Town of Mattapoisett

Position Title:	Conservation Agent/Planner	Grade Level:	Non-Union
Department:	Conservation/Planning	Date:	1/20/22
Reports To:	Town Administrator		

Summary of Position Responsibilities:

The Conservation Agent/Planner is responsible for providing professional management, support, and coordination to both the Mattapoisett Conservation Commission and Planning Board. The successful candidate will be able to perform reviews on applications that come before the Commission and the Board as well as any other materials submitted (i.e. maps, plans). The Conservation Agent/Planner should understand the importance of biodiversity, water resources, open space protection, short- and long-range planning principals, and land use development principals. The Conservation Agent/Planner will be expected to perform site visits.

Attention to detail and accuracy in work product is extremely important in this position. The candidate should also be well organized and able to successfully meet deadlines. This position is required to interact with the public and other various Town Departments and must be able to do so tactfully and appropriately.

The candidate will be responsible for the day-to-day operations of the office as well as the coordination of and attending meetings of the Conservation Commission and Planning Board on a regular basis.

Description of Supervision:

Works under the supervision of the Chairs of the Conservation Commission and Planning Board and reports to the Town Administrator. The employee should be able to work independently on projects and maintain office organization and files.

Work Environment:

Work is performed under typical office conditions; the work environment can be hectic with frequent work interruptions. Additionally, this position will require site visits to various areas and sites in Town. Candidate must be able to operate general office equipment such as a computer, calculator, fax, and copier as well as possess and maintain a valid driver's license.

Nature and Purpose of Public Contact:

This is a public facing position that will require the chosen candidate to work closely with Commission and Board members, members of the public, consultants, Federal and State agencies, as well as other departments in the Town. The position requires frequent explanation or discussion of procedures, regulations, or guidelines to render services, plan or coordinate work efforts, or resolve problems. Courtesy, tact, and diplomacy will be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Essential Functions of Job:

- Assist with the coordination of public meetings of the Conservation Commission and Planning Board.
- Manage the daily operations of the office.
- Maintain accurate records of applications, decisions, conditions, and meetings.
- Write policies and draft decisions for review by the Commission and Board.
- Enforce the Wetlands Protection Act and other relevant rules and regulations.
- Provide supervision to consultants hired by the Town to assist the Commission or Board.
- Assist residents and developers with applications to the Commission or Board.
- Work closely with the Chairs of the Commission and Board, applicants, consultants and Federal and State agencies as required.

Minimum Competencies:

- Knowledge of Federal and Massachusetts General Laws as it applies to conservation and land use planning.
- Knowledge of the Open Meeting Law.
- Knowledge of principles and practices of planning and development
- Ability to communicate clearly in written and oral form.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Proficiency in using Microsoft Office. Experience with GIS is a plus.
- Honesty, reliability, discretion, and good judgment is essential.

Education and Other Requirements:

Bachelor's degree in environmental science, conservation biology, urban or regional planning or a related field. The candidate should also have two years' experience in wetlands protection, land conservation, environmental management, land use or municipal planning. Candidates with comparable experience are encouraged to apply. A valid Massachusetts Class D Motor Vehicle Operators License is required.

Work Location/Town Hall:

This is an office-based job in a municipal office and work is generally performed under typical office conditions. Site visits will be performed as needed.

FLSA Status:

This position is non-exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and is subject to the change by the employer as the needs of the employer an/or requirements of the job change.