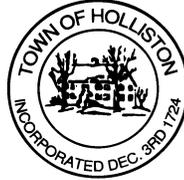


TOWN OF HOLLISTON
COMMONWEALTH OF MASSACHUSETTS

Christopher Bajdek, Chair
Emily Kingston, Vice Chair
Jennifer Buttaro
Shaw Lively



Ann Marie Pilch
Allen Rutberg
Rebecca Weissman

Sheri D. O'Brien, Conservation Agent

CONSERVATION COMMISSION

Conservation Assistant

TEMPORARY, PART-TIME POSITION

The Holliston Conservation Commission has a temporary position open for a part-time Conservation Assistant. We are looking for a self-motivated person to work an average of 18 hours/week depending on the Commission's meeting schedule for a given week. Work hours include bi-weekly Tuesday evening meetings.

The Assistant will perform miscellaneous administrative tasks including: working with the Conservation Agent on the administration of the MA Wetlands Protection Act (MA G.L. Ch. 131 S. 40) and the Holliston Wetlands Protection Bylaw (Holliston Bylaw Article XXX), processing new applications (NOIs, RFDA's, ORADs, RCoCs, etc.), assisting in the preparation of permits, legal notices, agendas, meeting minutes; handling accounting tasks/handling fees/paying invoices, website updates, filing; and servicing the public on the phone and at the counter.

Skills required include Microsoft Word and Excel. A knowledge of GIS and MUNIS accounting software is beneficial. Pay range starts at \$18.97, Grade 200, and is based on experience. The position is a temporary position not to exceed 3 months with the potential to become a permanent part-time position.

Interested parties should submit a cover letter and resume to Mr. Christopher Bajdek, Conservation Chair, Holliston Conservation Commission, 703 Washington Street, Holliston, MA 01746 or to conservation@holliston.k12.ma.us.

The application deadline is **Wednesday, September 14, 2016 by 4:30 PM.**

The Town of Holliston is an EEO/AA employer.

CONSERVATION COMMISSION
703 WASHINGTON STREET, HOLLISTON, MASSACHUSETTS 01746
TELEPHONE: 508-429-0607

WEBSITE: www.townofholliston.us/conservation-commission **E-MAIL:** conservation@holliston.k12.ma.us