

## Employment Opportunity

The Town of Sandisfield is seeking applicants for the position of **part time Administrative Assistant (AA) to the Conservation Commission.**

### Job Description

1. Take phone calls for the Sandisfield Conservation Commission (SCC)
2. Be a liaison between the SCC and the Mass Dept. of Environmental Protection
3. Pick-up mail at the Town Hall and Post Office
4. Process invoices and collect fees
5. Track finances
6. Work with applicants, providing details on Request for Determination of Applicability and Notice of Intent (NOI)
7. Schedule site visits
8. File completed forms and track open NOIs
9. Attend SCC meetings and take minutes
10. Type and post meeting minutes and agendas
11. Other duties assigned by the Chair
12. Rate of pay \$15.60/hr

**APPLY: If interested, submit the Town Employment Application to:**

**Town Manager, P. O. Box 90, 66 Sandisfield Rd., Sandisfield, MA 01255**

**Email: [townmanager@sandisfieldma.gov](mailto:townmanager@sandisfieldma.gov)**

7/27/2020