



**HUMAN
RESOURCES**
TOWN *of* FRANKLIN

JOB POSTING NOTICE

POSITION: Administrative Assistant
DEPARTMENT: Conservation
HOURS: Part time, 18 hours per week
(evening attendance required; every other Thursday;
Commission meetings)
GRADE: Grade 2
FLSA STATUS: Non-Exempt (Hourly)
HOURLY: \$27.00 - \$29.00
POSTED: February 11, 2026
Priority Deadline: March 6, 2026

The Conservation Department is seeking a highly organized and detail-oriented Administrative Assistant to support natural resource protection efforts and provide technical and administrative assistance to the Conservation Director, Conservation Commission, and the public.

This position plays a key role in administering the Massachusetts Wetlands Protection Act and local wetland bylaws, supporting regulatory review processes, maintaining records, and facilitating Commission meetings.

Evening availability is required (every other Thursday) to attend and support Conservation Commission meetings in person.

Key Responsibilities:

- Deliver excellent customer service to residents, staff, and committees.
- Assist with implementation of the Massachusetts Wetlands Protection Act and local wetland bylaws.
- Support the Conservation Director in reviewing permit applications for administrative completeness and regulatory compliance.
- Process and track regulatory filings, permits, fees, and related records within statutory deadlines.
- Respond to public inquiries regarding conservation regulations, permitting procedures, and Commission meetings.

- Prepare and issue written and verbal correspondence related to permitting activities.
- Prepare biweekly meeting agendas, packets, minutes, and public notices.
- Maintain files and databases related to conservation lands and regulated areas.
- Update and maintain the Conservation Department website in compliance with Open Meeting Law requirements.
- Provide administrative support during evening Conservation Commission meetings (every other Thursday).
- Assist with conservation land stewardship activities, including trail monitoring, invasive species management, and community events such as Earth Day.
- Coordinate with other municipal departments and external agencies as needed.
- Others duties as assigned

Qualifications:

- 1-3 years of office experience required; Associate's Degree preferred (Bachelor's in public service, communications, business, or related field)
- Strong communication, organizational, and customer service skills
- 1-3 years administrative experience (municipal / environmental preferred)
- Ability to interpret maps and plans
- Proficiency in MS Office; eDEP experience preferred; GIS a plus
- Evening availability required (biweekly Thursdays)

The functions or duties listed above 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. Duties are not necessarily in order of importance or frequency of performance.

The selected candidate must be authorized to work in the United States and be able to pass a criminal background check and a pre-employment physical exam, including a drug test.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format or a [Town of Franklin employment application](#) to apply@franklinma.gov. Please include Administrative Assistant-PT in the subject line.