

TOWN OF HAMPDEN

POSITION TITLE: Conservation Commission Coordinator

POSITION SUMMARY:

Perform diversified duties in support of the Conservation Commission.

Duties include: Developing and maintaining electronic database of all Conservation Commission filings, Processing and maintaining records and files, processing applications, providing instructions related to form submittals, responding to questions and requests from the general public and other similar duties pertaining to the function of the Conservation Commission in accordance with established DEP regulations, Conservation Commission regulations and bylaws and departmental procedures.

Duties require effective verbal and written communication skills, excellent computer literacy, manual dexterity and coordination in the operation of office equipment, and good interpersonal skills.