

## **Lynnfield Conservation Administrator**

The Town of Lynnfield, MA (Town website: [www.town.lynnfield.ma.us](http://www.town.lynnfield.ma.us) ) seeks a fulltime Conservation Administrator, 35 hours/week, with monthly Tuesday evening meetings, to serve as agent of the Conservation Commission to carry out its regulatory duties and management of the Town's Conservation lands.

Compensation: \$60,000 annual salary with benefits

The Administrator provides public assistance on environmental matters, evaluates sites, reviews wetland applications and plans, interacts with applicants, engineers, attorneys, consultants, state and federal agencies, as well as other Town departments, prepares permits and legal documents, advises the Commission, monitors projects, investigates violations, conducts enforcement with Commission guidance, and supervises staff and volunteers.

Qualifications: Bachelor's Degree in environmental science, ecology or a related field; a minimum of four years of conservation related work experience in a public or private professional environment; demonstrated knowledge of the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40) and knowledge of local Wetlands Bylaws; Municipal experience as a Conservation Administrator or Assistant in MA is an advantage. Driver's license is required.

This position will be open until filled. For highest consideration, apply by January 14, 2018.

Please send resume and letter of interest to: Robert Curtin, Interim Town Administrator @ [rcurtin@town.lynnfield.ma.us](mailto:rcurtin@town.lynnfield.ma.us) or Town of Lynnfield, Att: Mr. Robert Curtin, 55 Summer Street, Lynnfield, MA 01940. For a complete Conservation Administrator's Job Description, please visit: <https://www.town.lynnfield.ma.us/board-selectmen/pages/job-openings>