**Purpose:**

Position is responsible for providing administrative and secretarial support to the Health Department to discharge the duties of that office.

**Essential Functions:**The essential functions or duties listed below are intended only as illustrations of the various type 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.

* Screens all incoming mail, inquiries, and visitors and responds appropriately to requests for information and assistance regarding Health Department policies and procedures.
* Supports the activities of the Health Agent by providing information about inquiries.
* Provides information and education to the public regarding public health issues; assists individuals in completing various forms and applications.
* Processes all paperwork, including processing the application submit for on line permits through Permit Eyes.
* Updates logs for wells and septic systems.
* Department according to state, town and board regulations and laws; prepares all legal notices, public hearings and public notices within the assigned deadline; drafts warrant articles for Town Meeting. 
* In the absence of the Health Agent would create an agenda for the Board of Health meetings and hearing. Helps the Health Agent prepare for the meeting, attends meetings and hearings, if needed takes and transcribes minutes, listens to prior meeting recordings for clarification and verification of the minutes, files approved minutes and other required documentation, meeting all deadlines.
* Assists in the preparation of the department budget; processes department accounts payable and accounts receivable; orders all office supplies; monitors the expenditures of the department; prepares bills and processes payroll for the department; participates in the preparation department report for the town's Annual Town Report; records monies received by the department, submits receipts to the Treasurer.
* Conducts research, gathers information, and prepares reports as requested; works on projects as assigned by the Health Agent.
* If the Health Agent and/or the Inspector is not available would coordinate with Berkshire Regional for coverage of inspections.
* If requested by the Health Agent, the Administrative Assistant would accompany the Health Agent and/or the Inspector to the inspection.
* Coordinates with other Town departments when reviewing BOH applications that may need approval, such as Building Department, ZBA and Fire Department.
* Assumes certain duties of the Health Agent during absences and updates records.
* Completes the Massachusetts Train Program, Serve Safe and any additional trainings required to complete the job.
* Performs related duties as required

**Supervision:**

*Supervision Received:* Under general direction of the Town’s Health Agent. Employee implements Health Agent directions and BOH policies and procedures in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes.in procedures are discussed with supervisor.

*Supervision Given: None.*

**Accountability:**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

**Judgment:**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the  limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents that may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity:**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and purpose of contacts:**

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

**Confidentiality:**

Incumbent has access to departmental level sensitive and confidential information.

**Education and experience:**

Associates degree and two years of experience, preferable in a municipal work environment; or any equivalent combination of education and experience. Must have a valid driver's license.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor’s degree preferred.

*Special Requirements:*

* Must have knowledge of office practices and procedures; departmental operations and procedures. Must have strong writing skills, including the skill to document legal and statutory requirements.
* Must have skill in computer skills, including word processing, spreadsheets and data management; organization and communication skills.
* Must have ability to understand and interpret public health laws and regulations; perform multiple tasks simultaneously despite interruptions.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Physical Skills*

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

*Motor Skills*

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not

**Job Environment:**

* Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. Incumbent may be required to work beyond normal business hours.
* Most work is performed in office conditions; regular schedule requires attendance at evening meetings; additional time is required to prepare for meetings and other events.
* Operates a computer, automobile, telephone, and other standard office equipment.
* Performance of duties requires regular contact with town employees, state and federal officials, local businesses, non-profit organizations, and other communities.
* The employee has access to confidential information.
* Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services and result in monetary loss and legal repercussions.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*

10.24.2024