

<p style="text-align: center;">(Per diem/part time) Administrative Assistant Tri-Town Health Department</p>
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Definition:

This position is responsible for exercising administrative and technical duties in accordance with the policies set forth by the Tri-Town Health Department, and its Executive Director under the general authority of the Tri-Town Boards of Health. Under the general direction of the position's supervisor, the administrative duties include, but not limited to the issuance of yearly permits/licenses, billings, weekly turnover of monies to towns, revenue tracking and general administrative duties. This position is appointed and reports to the Tri-Town Health Executive Director and shall also perform any other duties as required by Director and the Tri-Town Boards of Health. This is a tobacco free position. Per diem rate commensurate depending on experience.

Supervision:

Works under the policy direction of the Tri-Town Health Department Director and in accordance with applicable provisions of: Federal Laws, Massachusetts General Laws; regulations (CMRs) and town by-laws, rules and regulations.

Performs responsible duties with the technical nature requiring considerable independent judgment in meeting compliance with applicable codes, laws, regulations, and town by-laws.

Job Environment:

Most work is performed under typical office conditions.

Makes frequent contacts with, town officials, state agencies, other departments, engineers, contractors, homeowners, district and housing court officials, attorneys, architects and builders.

Failure to meet job description could result in lower standards of public health; compromise the integrity to protect public health and safety; opportunity for legal liability for not complying with rules and regulations. Implications of not meeting job description could result in grant funding loss, not meeting compliance with auditors, and town financial mandates.

Essential Functions: The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.

1. Is appointed by the Executive Director of Public Health. Work with Assistant Director/Office manager on workload responsibilities.
2. Assist with activities of the Health Department office; types notices, memos, reports, correspondence and other documents for the Executive Director, schedules appointments

for the Director and Board of Health, composes routine correspondence, sorts and reviews department mails.

3. Responsible for processing bills, invoices and other accounting duties.
4. Assist in compiling information for grant applications. Ability to research data.
5. Assist with meeting minutes as needed.
6. Routine turnovers, receipts, balancing budgets (including grants), and complies with all town policies on financial accounts.
7. Record keeping procedures.
8. Attend necessary meetings/hearing at the request of the Director.
9. Maintain agendas, minutes, and record keeping complying with Open Meeting Law requirements.
10. Shall be able to operate a computer and a variety of office equipment.
11. Assist with vouchers and orders for the Tobacco Retailer training.

Physical Requirements:

Minimal physical effort required performing functions under typical office conditions. Position requires the ability to operate a keyboard.

May require evening and/or off hours to cover board meetings and hearings.

Occasionally required to climb, reach, and bend. Work occasionally requires walking and standing. Ability to drive.

Operate personal automobile for work transportation, office equipment such as computers, copier, and keyboards.

Recommended Minimum Qualifications:

Education and Experience

Associate's degree in administration or similar skills or related field preferred but not required; two years responsible experience in secretarial work, financial record keeping, or related field; or any equivalent combination education and experience.

Thorough knowledge in Word, Excel, PowerPoint, and the ability to create brochures, educational flyers/spreadsheets, and familiarity of website maintenance.

Knowledge, Ability and Skill

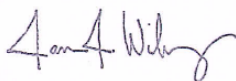
Working knowledge of office practices and procedures; general knowledge of department operations, policies and procedures; familiarity with municipal government.

Ability to keep accurate and detailed records; ability to operate various types of office equipment; ability to deal tactfully and appropriately with the general public and town employees.

Skill in computers, bookkeeping, typing and data entry. Strong organizational and communication skills.

Knowledge of procurement and public contracting law and procedures.

Approved:



James J. Wilusz, Director of Public Health

September 1, 2023
Date