

## SECRETARY TO THE BOARD OF HEALTH

### **Position Purpose:**

The purpose of this position is to perform responsible administrative, clerical and secretarial work in supporting the operations of the Board of Health and all other related work as required. The Secretary to the Board of Health is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations, exercises good judgment, takes initiative in performing duties, completes assigned tasks, and analyzes the facts or circumstances surrounding individual problems with minimal daily supervision.

*Supervision Given:* Supervises persons who participate in the senior tax work off program.

### **Job Environment:**

Work is performed under office conditions; the noise level is moderate at times.

Operates computer, printers, facsimile machine, copier, calculator, and other standard office equipment.

Makes contact with the general public, contractors, state governmental agencies, attorneys, and other municipal departments. Contacts require courtesy and patience. Contacts are in person and by telephone and involve an information exchange dialogue.

Has access to department-related confidential information that requires the application of appropriate judgement, discretion and professional protocols.

Errors could result in confusion, reduced levels of service, poor public relations and have legal/financial repercussions.

### **Essential Functions:**

*(The essential functions or duties listed below 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.)*

Provides secretarial support to the Board of Health; receives phone calls, takes messages, and makes referrals as necessary; answers questions on the phone and in person

regarding Board operations, policies, and procedures; opens and processes incoming mail; processes outgoing mail.

Composes and types correspondence in regard to Board decisions and other routine matters under the direction of the Health Agent.

Purges old documents in files in consultation with the Health Agent when necessary; contacts state agency for permission to destroy; scans pertinent information, licenses, permits, etc.

Processes bills for payments; records all monies received and forwards to the Treasurer's office; maintains all financial records; monitors the department's budget and tracks spending in conjunction with the Town Accountant.

Forwards landfill contract invoices to Town Administrator.

Corresponds by email, phone, or in person with Massachusetts Region II Emergency Preparedness Coalition; updates yearly the Emergency Dispensing Site records and participates in EDS quarterly drills by computer or phone.

Receives grant money and coordinates purchasing with vendors in relation to grants.

Accepts applications and fees for lot testing, septic design and other Board of Health permits.

Sets Board meeting agenda in conjunction with the Health Agent; makes appointments; attends meetings; transcribes and distributes minutes of meeting.

Forwards calls to the Nashoba Nursing Service.

Receives animal complaints and reports of bites and forwards to the Animal Inspector; corresponds with the Animal Inspector i.e. email, phone.

Communicates with veterinarian to ensure the animal in question falls under the responsibility of the Board of Health for payment.

Maintains active permit files; notifies permit holders of impending expiration; processes annual permit renewals.

Maintains public information lists and health-related information.

Attends meetings and continuing education conferences as these relate to the relevancy of keeping in line with the job description.

Performs secretarial duties for the Health Agent as requested.

The Secretary will screen calls to the Health Agent. The Secretary will notify Health Agent in field of emergencies needing immediate response.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High school education; three to five years of general secretarial/administrative/clerical experience; municipal experience highly desirable; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

*Knowledge:* Good working knowledge of office practices and procedures, forms, and equipment; working knowledge of computer systems and common software packages.

*Ability:* Ability to prepare, type and proofread correspondence and reports as to form and logic flow; ability to deal with the public in a courteous and tactful manner; ability to work independently with minimal daily supervision; aptitude and attention for details and accuracy.

*Skill:* Skill in typing, computer operations, and in the use of standard office machines; excellent customer service skills.

Special Requirements:

Required to sign a pledge of confidentiality.

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. Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 10 pounds such as files, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed.

*(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.)*