

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

Administrative Assistant to the Board of Health

**DEPARTMENT NAME:**

Board of Health

**FLSA STATUS:** Exempt \_\_\_\_\_

Non-Exempt ☒ \_\_\_\_\_

Hours worked per week 20-25 hrs

**EMPLOYEE TYPE:** (see General By-Laws Personnel Administration Plan for definitions)

Salaried \_\_\_\_\_

Regular Full-Time \_\_\_\_\_

Regular Part-Time ☒ \_\_\_\_\_

Supplemental Part-Time \_\_\_\_\_

Casual Part-Time \_\_\_\_\_

Temporary \_\_\_\_\_

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

Board of Health Administrator

**I. JOB SUMMARY** - Briefly describe the primary function of this job.

To assist the Health Director/Administrator by carrying out a variety of clerical tasks required for the Board of Health to fulfill its duty to protect the public health by developing, implementing, and enforcing Health policies and regulations.

**II. JOB DUTIES** - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Assist residents, realtors, prospective purchasers of properties, engineers, septic haulers and installers, etc. with accessing property files in the Board of Health office.
2. Answer Board of Health office telephone, take messages for Health Director/Administrator and Health Agents, and relay messages in a timely manner. Respond to requests for information or route to the appropriate personnel.
3. Photocopy, mail/email, and fax information, regulations, correspondence, and/or reports as instructed or needed
4. Draft correspondence for annual permit renewals; keep logs of submittals and process all new and annual permits following approval by the Board of Health.
5. Have a thorough understanding of the local application procedures for Board of Health review of building applications for approval and installation of a new or replacement well and/or septic system in order to be able to assist prospective applicants with acquiring the necessary forms.
6. Assist Health Director/Administrator with accounting requirements for fees received by preparing vouchers for the Town Treasurer and maintaining log of fees collected by the department.
7. Maintain office records (including Minutes, correspondence, septic plans, pumping records, inspection reports, communicable disease reports, permits, annual reports, etc.) in an effective, up-to-date manner and provide access to public information as needed or requested; compile vaccine refrigerator temperature logs and submit to DPH on a monthly basis
8. Maintain working knowledge of the functions, organizations, laws, and regulations that are applicable and necessary for the effective discharge of Board of Health duties
9. Assist the Health Director/Administrator in the day-to-day operation of the Board of Health office as well as seasonal events such as flu clinics.
10. Review and maintain State infectious disease surveillance reporting on the MA Virtual Epidemiological Network (MAVEN). Verify the Natick-Walpole Visiting Nurse Association conducts investigations as needed/required.
11. Data Entry of flu immunization records into the MA Immunization Information System (MIIS) following BOH annual flu clinic(s).

**III. EDUCATION, TRAINING & EXPERIENCE** - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

1. A college degree and/or business/administrative experience; must have exceptional customer service skills; previous municipal experience preferred.
2. Detailed knowledge of complex office practices and procedures, record-keeping, and office equipment.
3. Ability to communicate effectively orally and in writing, including research and reporting capability, with the ability to understand and follow complex oral and/or written instructions.
4. Must have excellent computer skills and be proficient using MS Office software.
5. Ability to organize and use time effectively; to be creative and analytical; work well under pressure and meet deadlines without supervision.
6. Be conscientious and motivated to work without supervision, and have the ability to maintain positive internal and external relations; must possess conflict resolution skills and public relations skills.
7. Ability to receive and process sensitive confidential information from physicians, laboratories, and the DPH, and deal tactfully regarding such information.
8. Ability to maintain confidentiality and integrity at all times.

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (**Do not include supervisors and subordinates**).

Contact	Purpose	Frequency
Residents/Realtors/Buyers	Provide help/information	Frequent
Engineers/Title 5 Inspectors	Provide help/information	Frequent
Installers/Haulers	Provide help/information	Frequent
Town employees/volunteers	Share information	As Needed
Health Agent	Update/provide information	Daily

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

N/A

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g., office, outdoors, night work, and any equipment usage requirements. Work is performed under typical busy office conditions with frequent interruptions. Workload is relatively stable. The position requires frequent interactions with BOH staff, residents, Realtors, engineers, installers, vendors, other town departments, and members of the Board of Health. Errors could result in serious legal repercussions.

**VII. REPORTING RELATIONS** - Attach and organizational chart if possible, indicating where this job fits in the department's operations.

Administrative Assistant I >>> Health Director/Administrator >>> Board of Health

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

12-11-2023

TOWN ADMINISTRATOR

DATE:

12/18/23

PERSONNEL BOARD

DATE

12/18/23

COMMENTS: Approved: 12/8/2023