

# Town of Sherborn Job Description

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

**JOB TITLE:**

Board of Health Administrator

**DEPARTMENT NAME:**

Board of Health

**FLSA STATUS:**

Exempt:

Non-Exempt:

Hours worked per week 40

**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):**

Elected Board of Health (per MGL, c.111, s.27)

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

Manages all BOH statutory requirements within policy set by the Board of Health and/or the State and Federal government to ensure the Board's activities comply with all State and Federal requirements; Supervises all administrative activities of the Board of Health; Plans and supervises the day-to-day operation of the Board of Health; Assists in the planning and directing of, and implements or delegates, all work approved by the Board of Health; Represents the Board of Health on the Local Emergency Planning Committee (LEPC), and the MA Dept. of Public Health Emergency Preparedness Coalition (Region 4AB), including 24/7 availability, under the Federal Dept. of Homeland Security. Assists in grant application process as applicable, and performs day-to-day grant management as necessary.

**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. Maintain intensive knowledge of the functions, organizations, laws, and regulations that are applicable and necessary for the effective discharge of Board of Health duties. Consult as necessary with agencies of both the State and Federal governments.
2. Independently plan and organize a variety of office functions, including the development of effective office procedures, forms, and policies; Prepare or participate in the preparation of procedures, manuals, and forms used by the BOH.
3. Exercise considerable good judgment in interpreting and adapting guidelines, analyzing results, and recommending changes; Use resourcefulness to modify procedures to meet new technologies and conditions.
4. Keep appointing authority informed of progress, problems, and implications of decisions; Act as liaison with officials of other Boards and committees.
5. Manage all Board of Health statutory requirements within policy set by the Board of Health. Receive and respond to Public Records Requests in accordance with applicable laws.
6. Direct and coordinate the activities of the Board of Health office, including establishing priorities and deadlines on all administrative work; supervise departmental expenditures, purchase orders, preparation of payroll, warrants, reports, etc.; compile, prepare, and analyze all operating and statistical reports, budgets, etc. for the Board of Health.

7. Attend all meetings, conferences, or other sessions called by the Board of Health; prepare written summaries (Minutes) as requested or required by law.
8. Respond to and deal with confidential information (medical records, communicable disease reports, etc.) in an appropriate and professional manner, in conjunction with public health nurses, clinical laboratories, medical professionals, and the MA Dept. of Public Health.
9. Provide administrative expertise in the planning of the annual Flu Clinic(s), coordinating with the DPH and others as necessary. Maintain confidential records as required; Submit aggregate usage reports to the DPH and insurance information to contracted vendor to obtain insurance reimbursement for both vaccine administration and purchased vaccine.
10. Train, supervise, and evaluate the Board of Health Administrative Assistant; supervise all employees of the Board of Health.
11. Represent the Board of Health at all appropriate meetings, drills and exercises, including but not limited to, Town interdepartmental meetings, DPH Emergency Preparedness Region 4AB, MHOA, MAHB, etc.; participate in all required trainings and/or such meetings whether held in- or out of town, during the day or evening, or weekend.
12. Prepare required documentation for the BOH Emergency Dispensing Site (EDS) identification; Identify pool of volunteers for the Medical Reserve Corps (MRC), as appropriate or required.
13. Represent the Board of Health on the Local Emergency Planning Committee (LEPC), and attend all meetings, table-top exercises, drills, etc. as necessary.
14. Maintain Board of Health Public Health supplies, including but not limited to the BOH MRC trailer, vaccine refrigerator, medical supplies, and sharps disposal kiosk.
15. Assist with the preparation and submission of grant applications related to Public Health; Ability to manage a grant, including the preparation of yearly budgets, non-competing renewal reports, etc.
16. Exercise considerable good judgment and tact when dealing with the public on routine, complex, sensitive/confidential, and/or controversial matters.
17. Understand and follow complex oral and/or written instructions.
18. Prepare and present written and oral materials in a clear, effective, and concise manner.
19. Establish and maintain harmonious working relationships with other employees of the town and the public (including residents, builders, developers, attorneys, etc.), and deal tactfully with controversial problems.
20. Work well under pressure and meet deadlines without supervision.

**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. Experience in business or administration, with exceptional organizational skills, OR, have a college degree. Previous municipal experience preferred. Bachelor's degree in Public Health preferred; Master's degree in Public Health desirable. Experience in grant management preferred.
2. Knowledge of and experience with both State and local well, septic, and other Public Health regulations, including, but not limited to food establishments, camps, tobacco, etc.
3. Obtain and maintain certification in National Incident Management Systems (NIMS-0700, Incident Command Systems (ICS-0100, ICS-0200, ICS-0300), and participate in the MDPH Health & Homeland Alert Network

(HHAN). Participate in all training programs required to maintain currency regarding MA Dept. of Public Health emergency preparedness issues.

4. Certification of advanced training in Board of Health policy and procedures by the Massachusetts Association of Health Boards (MAHB). Completion of any associated training programs offered through the MAHB, MHOA, the MA Dept. of Public Health, and/or the MA Dept. of Environmental Protection.

5. Detailed knowledge of complex office practices and procedures, record-keeping, and office equipment.

6. Detailed knowledge of accounting practices.

**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
Engineers	Receive or provide information/answer questions	Frequent
DPH/DEP employees	Provide information/ask or answer questions	Frequent
Residents/buyers/Realtors	Provide help/information/answer questions	Frequent
Builders/installers/haulers	Provide help/information/answer questions	Frequent
Physicians/Nurses	Receive or provide information/answer questions	Periodic
Town employees/volunteers	Share information/answer questions/collaborate	Frequent
Region 4AB/MHOA/MAHB	Work cooperatively/share information	Frequent

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

Supervises the Board of Health Administrative Assistant  
Supervises all employees of the Board of Health  
Manages the operation of the Board of Health office  
Coordinates and supervises Medical Reserve Corps volunteers

**VI. WORK ENVIRONMENT:** *Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.*

Work is typically performed under office conditions with frequent interruptions, and includes required attendance at evening meetings of the Board of Health. Other work includes preparation of meeting Minutes and other detailed documents, such as Regulations, reports, etc. Outside meetings and training sessions, as scheduled by MDPH Emergency Preparedness Region 4AB, MassDEP, MAHB, CDC, and MHOA are often necessary. Flu and other clinics maybe held at offsite locations. The position requires frequent interactions with BOH staff, engineers, town departments, vendors, residents, and members of the Board of Health, which could be in-person, via email, or telephone. 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.*

Board of Health Administrator >>> Board of Health  
>>> Town Administration, for special and/or multi-departmental issues

*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'S SIGNATURE: 	DATE: 12/18/23
PERSONNEL BOARD SIGNATURE 	DATE: 12-18/23

COMMENTS: