

## ADMINISTRATIVE ASSISTANT/SECRETARY - BOARD OF HEALTH

### DEFINITION

The Administrative Assistant/Secretary provides administrative and financial support services to the Board of Health and oversees the daily operation of the office; other related work, as required.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are illustrations of the type of work 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.*

Perform administrative duties, including filing, record keeping, and processing license applications and renewals; maintain records of all court appearances.

Maintain budget balance sheet; prepare employee time sheets and payroll; prepare weekly accounts receivable listing for the Treasurer's office.

Prepare and submit bills for payment; prepare purchase orders; verify invoices; purchase office supplies and equipment.

Attend Board of Health meetings and transcribe minutes; attend Emergency Planning Committee meetings and transcribe minutes.

Prepare food establishment reports for the Director of Public Health; send reminder letters for annual renewal permits to food establishments, retail stores, septic installers/haulers, massage therapists, and tanning salons; prepare and send permits.

Coordinate activities of the Mosquito Control Project; publicize scheduled mosquito sprayings.

Assist the town nurse to schedule flu clinics, blood pressure, cholesterol and other screening clinics.

Provide assistance to residents regarding septic systems.

Oversee the work of temporary employees.

Assume additional responsibilities in the absence of the Director.

Perform similar or related work as required, or as situation dictates.

### SUPERVISION

Works under the general supervision of the Director of Public Health, following established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule; assistance is available from the Director.

## **WORK ENVIRONMENT**

Work is performed in office conditions; the workload varies according to administrative deadlines and seasonal projects; overtime is required to attend Board of Health meetings.

The employee operates standard office equipment.

The employee has regular contact with the public, contractors, engineers, business owners and other town departments.

The employee has access to information about residents.

Errors could result in delay or loss of services and monetary loss.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma; Associate's Degree or additional training preferred; three years of administrative experience; municipal experience preferred; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures; knowledge of accounting and bookkeeping, including accounts payable, accounts receivable, and payroll; familiarity with public health laws and regulations and inspection requirements; knowledge of parliamentary procedure and public meeting requirements.

Ability to work independently and meet required deadlines; ability to transcribe minutes; ability to communicate effectively with the public; ability to maintain detailed records; ability to communicate clearly, both orally and in writing.

Office skills; computer skills, including spreadsheets and word processing; organization skills; bookkeeping skills; interpersonal skills; written and oral communication skills.

## **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in office conditions. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

*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.*