

Position Purpose:

Performs professional, administrative, clerical, technical and inspection work in performing inspections in accordance with the state and town's public health laws and regulations. Performs all other related work as required.

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.)

- Processes accounts payable, accounts receivable, payroll and reconciles budgets.
- Prepares and maintains records appropriate for each function prior to signature such as Certificates of Compliance, and conducts general research
- May inspect stables, massage parlors, tobacco retailers, frozen dessert retailers and restaurants as requested by the Health Agent. May assist in preparing correspondence for the Health Agent and Board of Health. Assists in the preparation of official documents to ensure compliance with local and state laws and policies, maintains detailed and accurate files.
- Maintains detailed and accurate records pertaining to the operations of the department. May post to various department accounts according to standard office procedures. Performs computations to maintain record of fees collected.
- Maintains beach records and conducts inspections.
- Processes any license that the Board of Health is involved in and maintains records. Licensing includes food establishments, septic haulers, septic installers, stables, funeral homes, gyms, nursing homes etc.
- Manages daily emails and phone calls.
- Creates and maintains a surveillance system to monitor the health status of the population to assure the quality of the Town's public health activities.
- Tracks contagious diseases e.g., Covid 19 and manages calls.
- Administers Installers tests for licensing purposes.
- Receives, routes, and keeps track of citizen service requests and complaints. Has contact with customers to determine the appropriate service required.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Associate's Degree required; Bachelor's Degree in Public Health, Sanitation or Biological Sciences preferred; three to five years responsible administrative and/or public health program experience; or an equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License with good driving record. ServSafe and Allergen Certification.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office practices and procedures. Thorough knowledge of office terminology, procedures, and equipment. Working knowledge of Town government. Working knowledge of applicable office and financial software programs.

Ability: Ability to interact in a positive and effective manner with employees and general public. Ability to communicate effectively, orally and in writing. Excellent command of the English language. Ability to

draft correspondence quickly and fluently. Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner. Must be flexible.

Skill: Excellent planning and organizational skills. Excellent employee relations and public relation skills and ability to handle multiple tasks. Proficient use of personal computer and related office software. Good judgment and integrity and effective staff and community relations.

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

While performing the duties of this job, minimum physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop, and bend. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the Health Agent in coordination with the Board of Health.

Supervision Given: Provides limited supervision.

Job Environment:

- Administrative work is performed under typical office conditions. Inspection work is performed under varying conditions, with frequent exposure to weather conditions.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, hand tools and an automobile.
- Contacts are by phone, the written word, email and in person; contact is with the general public, health care professionals and organizations, outside vendors, consisting of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential department-related information.
- Errors could result in personal injury, damage to buildings and/or equipment, delay or loss of service, monetary loss, and legal repercussions.

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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer