

**Town of Plainfield, Massachusetts
Draft Job Description**

Position Title:	Board of Health Chair	Grade Level:	
Department	Board of Health	Date:	
Reports to:	Select Board	FLSA Status	

Statement of Duties: The Administrative Assistant (Chair) of the Board of Health (BOH) is responsible for enforcing laws of the Commonwealth of MA and issuing permits from the Town of Plainfield pertaining to the Board of Health. Duties include the provision of a wide range of administrative and clerical services in support of the operation of the Health Department and the Board of Health. The employee is required to perform all similar or related duties.

Supervision Required: With the support of the Select Board, the Chair of the Board of Health is familiar with the work routine and uses initiative in carrying out recurring assignments independently with no specific instruction. The Board of Health will carry out new or unusual assignments. Unusual situations are referred to the Select Board for advice and further instructions. The Chair reviews work to remain aware of progress, work methods, and technical accuracy.

Supervisory Responsibility: The employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action.

Confidentiality: In accordance with the State Public Records Law, the employee has regular access to confidential information such as department records, law suits and official personnel files that is obtained during performance of regular position responsibilities.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, jeopardize programs, legal repercussions, and missed deadlines.

Judgment: Numerous standardized operating practices, procedures or instructions govern the work performed and, in some case, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent standard operating practice or procedures, regulations, or guidelines.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is exposed to adverse working conditions such as traffic hazards or outdoor weather conditions when conducting work conducting field visits.

Health Department
Secretary
5/12/2019

Town of Plainfield, Massachusetts
Draft Job Description

Nature and Purpose of Public Contact: Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with representatives of other departments or agencies, restaurant owners, civil engineers, real estate agents, or contractors. More than ordinary courtesy, tact, and may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure is similar to that found in a municipal office setting. The employee is exposed to personal risk such as traffic and weather conditions when conducting field visits.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Responsible for the provision of a wide range of clerical and administrative services including but not limited to taking housing complaints and scheduling time to investigate them, receiving reports from Massachusetts Virtual Epidemiologic Network (MAVEN) on cases of disease, keeping records, and reporting on said cases. Keeping records, and reporting preparation of written correspondence, permits, forms, memoranda, meeting minutes, monitoring department income and expenditures, and distribution of department mail are all regular responsibilities, as is making court appearances when necessary.

Posts BOH meeting agendas and prepares support materials needed; ensures that all bills and official documents are properly executed.

Maintains and accesses department records in hard copy format; assists the BOH with developing, maintaining and submitting departmental reports and operating budget information. Assists the BOH with the preparation and administration of the department's budget.

Processes and maintains accounts payable and receivable. Processes permit applications, schedules inspections, maintains permit records and information related to contractors, businesses, organizations and individuals licensed or permitted by the BOH.

Prepares and processes turnovers as necessary, prepare vouchers for payment, prepares the department's payroll and orders department office supplies.

Issues Title V (new septic and repair), well, and food service establishment permits; processes multiple permits and collects and remits fees to the Town Treasurer's office.

Collects water sample from the Town Beach for submission to the State, during the beach season.

Oversees the Transfer Station and Recycling Center.

Health Department
Secretary
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Recommended Minimum Qualifications:

Education and Experience: High School Diploma or an apprentice level of trade knowledge; a minimum of up to one (1) year related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: As a condition of employment, the Chair must hold a Food Service Certification.

Knowledge, Abilities and Skill

Knowledge: Knowledge of common policies, and standard operating procedures of the Health department and modern office operations; State Public Health laws, food codes, and regulations pertinent to position functions. Familiarity with the zoning by-laws, and the building permit application process. Knowledge of office software (word processing, spreadsheet, and database management applications), the town web site, and the Internet in support of department operations.

Abilities: Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with department and town employees, representatives of other local or state agencies and the general public. Ability to work independently, and to be self-motivated. Ability to work harmoniously, cooperatively and courteously in a team setting with others at all times. Ability to work independently and to interact effectively with disgruntled members of the public and other department personnel; ability to perform multiple tasks and maintain confidential information.

Skills: Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spreadsheet, and database management applications; proficient business mathematical skills, recordkeeping, keyboarding and customer service skills; proficient written and oral communication skills. Effective organizational skills.

Physical and Mental 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 position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing/walking during lengthy work periods.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, filing, and sorting of papers.

Health Department
Secretary
5/12/2019

Town of Plainfield, Massachusetts
Draft Job Description

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and occasionally for analytical purposes. Routinely the employee is required to review non-written materials such as maps, blueprints, and instrumentation for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is, on rare occasions, required to determine color differences.

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 changes.