

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

<b>Title:</b>	Department Assistant – Public Health
<b>Department:</b>	Public Health
<b>Appointing Authority:</b>	Town Manager
<b>Affiliation:</b>	AFSCME 2
<b>Grade:</b>	G-2
<b>Personnel Board Approved:</b>	7/20/09
<b>Personnel Board Revised:</b>	7/28/22

**Summary of Duties**

Performs a high level of, responsible and complex secretarial, clerical, and technical work in assisting the Health Department and Board of Health to discharge the functions of the office, helps to ensure that mandated obligations related to state and local statutes and regulations are followed through in a timely manner; office management work related to the accounting, administrative and supervisory work of the department; all other related work as required.

Administrative support includes working directly with the Public Health Nurse and Community Nursing program staff for all schools and substitute nursing program regarding administrative support duties including payroll, attendance and nursing supplies for school nurse offices.

**Supervision Received**

Works under the under direction of the Director of Public Health.

Works independently generally setting own daily work plan and prioritizing between appropriate courses of action to achieve defined objectives; refers only unusual cases to supervisor.

Performs a variety of responsible, comprehensive functions of an administrative and technical nature, requiring a high level of judgment and initiative, and the ability to interpret guidelines and carry out assignments independently. Exercises considerable

judgment in responding to inquiries from the general public and managing workload and assignments.

### **Supervision Exercised**

Coordinates the work of one (1) part-time clerical position, tax work off staff, and additional part time staff based on different levels of administrative needs throughout the year.

Oversees the day-to-day administration of the office in the absence of the department head.

In the absence of the department head this may include some aspects of grant related staff.

### **Job Environment**

Performs work under typical office conditions; work schedule may require evening and weekend assignments; work environment is moderately noisy.

Operates computers and peripherals including word processing, spreadsheet, data base software, (and mainframe computer terminal); operates typewriter, telephone, facsimile machine, copy machine, email, accounting & payroll application, website software, State VIP registry software, and all other standard office equipment in a proficient and effective manner.

Makes frequent contacts with local, State, and federal departments, agencies and officials, the general public,(residents, realtors, contractors,) vendors, and representatives of outside organizations; contacts with the public require considerable patience and courtesy; contacts are in person, by telephone and in writing. Communication is by means of telephone, personal discussion, and correspondence; contacts with the general public are for the purpose of explaining policies/procedures and providing departmental information; contacts with officials and employees are for the purpose of coordinating work effectively.

Has access to department related confidential information and public health information, the disclosure of which would cause poor public relations.

Errors could result in considerable confusion and delay and adverse public relations, significant financial loss, and could expose the town to certain legal liabilities.

### **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.*

Is responsible for assisting in the efficient operation of the office, through the performance of various administrative and secretarial functions and the development of office procedures; publicizes all Board of Health rules and regulations and provides information on same.

Acts as primary liaison with the public; provides the public with access to Board of Health records; at times may help to interpret basic information on septic system plans refers to Health Agent to provide technical interpretation and guidance; retrieves information ; makes copies and maintains an extensive filing system (this may/will change with the new permitting system which will be used by the Health Department/roles are TBD); handles numerous health-related inquiries and refers citizens to the appropriate agency; accepts applications and fees and assists in the development of the latter; records all plans submitted for review.

Provides limited basic information to residents via telephone or in person regarding Title 5. Tracks "Title 5" inspections by category and notifies owners of failure and conditional passes; interprets septic design plan data and pumping slips.

Schedules appointments for soil testing; maintains records of the status of all plans, notifies applicants and engineers of determinations; tracks all certificates of compliance issued. Works with Sanitarian/Health Agent to ensure building approval applications are complete.

Keeps track of and facilitates the renewal process with the town procurement officer for their processing of renewal contracts and new contracts that involve the Board of Health/Health Department

Keeps track of and facilitates any annual appointments associated with Board of Health and Health Department functions.

Periodically and as needed, coordinates Board of Health meeting agendas with the Chairman and Director; prepares packets of relevant materials; may attend Board meetings, takes and transcribes minutes as needed.

Coordinates various Board of Health programs, such as the town's semi-annual "Household Hazardous Waste Days"

Assists the Public Health Nurse with administration, oversight and implementation of vaccination programs.

In cooperation with the Animal Control Officer, may coordinate response to citizens' inquiries related to wild animals killed by motor vehicles, and problems concerning epizootic rabies outbreak.

Calculates and prepares weekly payroll information for department; may maintain records relating to sick leave, overtime, retirement, holiday leave, vacations, etc.

Maintains records related to the department's budget; is responsible for budget details, accounts and summaries; monitors expenditures and balances within accounts; assists Director with preparation of annual budget; prepares and/or coordinates the processing of purchase orders; payment of bills and processing of invoices.

Prepares and submits accounts receivable to the Treasurer/Collector; setting up special revenue accounts for subdivisions and consultant's review of major projects.

Reviews correspondence and brings pertinent information to the attention of the Director.

As needed, coordinates various grant programs such as Betterment Loan Program and database program systems and maintains the tracking system for the testing and operation of innovative alternative septic systems.

Creates and coordinates schedule with staff and the lab for pool and beach testing.

Administers and maintains the department's web page, to provide timely information to residents and the general public.

Electronically Issues burial permits for deaths occurring in Town.

Assists in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed; provides professional advice to supervisor.

Schedules appointments; schedules and arranges various staff meetings; takes messages and routes calls; opens and processes mail; distributes reports, memos, and necessary information to appropriate persons; orders supplies and equipment for the department as needed.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services; coordinates the distribution of public health information to various groups and residents.

Assists with drafting and coordination of the annual Town Report including the compilation of statistics and the reports of various service contracts, for approval by the Board of Health.

Assists as needed with typing of correspondence, agendas, draft letters, legal orders, ads, warrant articles, memorandums, purchase orders, and other office documents.

May be required to attend special meetings and work on special projects; performs similar or related work as directed, required, or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

High school diploma; Associate's Degree in a related field of endeavor preferred.

#### **Experience:**

Over three years of experience in general clerical and secretarial work, with municipal experience preferred; some related experience in bookkeeping and computers;

#### **Substitutions:**

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

#### **Licenses/Certificates:**

None

#### **Knowledge, Abilities and Skills:**

Knowledge of standard office practices, procedures and equipment.

Knowledge of account maintenance in support of the department; ability to prepare reports and correspondence.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment. MUNIS software, for permitting, accounts receivable, accounts payable and payroll.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate board, office and staff functions.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to read and interpret pertinent Town Code and federal and state laws, rules and regulations relating to departmental operations.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

### **Physical Requirements**

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to talk, hear, walk, stand and sit.

*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.*