

PART TIME (30 hrs./week) BENEFITTED  
ADMINISTRATIVE ASSISTANT  
(QUABBIN HEALTH DISTRICT)

**Position Purpose:**

The purpose of this position is to perform administrative and clerical related work for the Quabbin Health District and Ware Board of Health in work areas including but not limited to: bookkeeping, computational and customer service work. Performs all other related work as required.

**Supervision:**

Supervision Scope: Performs a variety of responsible duties requiring initiative and independent judgment in the execution of the department's services.

**Supervision Received:** Works under the direction of the Director of Public Health. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

**Supervision Given:** None.

**Job Environment:**

- A majority of work is performed under typical office conditions, with frequent interruptions; noise level is moderate.
- Regularly operates a computer, telephone, copier, facsimile machine and other standard office equipment.
- Operates a motor vehicle for travel
- Makes frequent contacts with the general public, town departments, banks, attorneys, insurance companies, vendors and local officials. Contacts are in person, in writing, and by telephone and via standard reports.
- Has access to some confidential information; the application of appropriate judgment, discretion and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of department services and financial repercussions.

**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.)

- Assists the Director of Public Health as needed with District Bookkeeping/Accounting: Which includes but is not limited to: Weekly Payroll, Accounts Receivables & Payables, Direct deposits, Bank Transfers, Journal Entries, Weekly warrants, Bank Reconciliations, and Maintaining records.
- Assists with updating and maintaining existing records within the database.
- Prepares Pelham and Ware Board of Health Bookkeeping/Accounting: Which includes but is not limited to: Warrants for Town Treasurer for Payroll and Accounts Payables, Journal Entries, Recording payments, Balancing money received, Preparing and submitting money turnovers to Town Treasurer, Ordering supplies.
- Receives all permit applications for new or renewed permits for Pelham and Ware Board of Health. Reviews applications for completeness, contacts applicant for any missing information, processes permit fees for turn in and finalizes permits for applicant.
- Receives all Complaints: Receives daily calls or office visits regarding housing and or nuisance complaints. Immediately notifies the Code Enforcement Officer of all complaints. Records complaints, mails correction order letters, and maintains files.
- Oversees Licenses & Permits for Pelham and Ware Board of Health: Preparing 200+ annual licenses, preparing 150+ permits, recording payments, maintaining records, mailing/calling reminders, scanning and emailing.
- Opens Daily Mail: Opening all incoming mail, dating, sorting, distributing, filing, going to Post Office.
- Basic data entry functions.
- Attends Pelham and Ware Board of Health Meetings: coordinating, scheduling and posting Board of Health Meetings, creating agendas, notifying appointments, preparing information packets for Board members, taking and typing meeting minutes, maintaining records.
- Conducts General Office Work: Typing, filing, searching records, maintaining and ordering supplies, keeping office organized and clean.
- Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School education and one – two years of related administrative experience; or any equivalent combination of education, training and experience. Microsoft Outlook and Excel experience desired as well as experience in financial programs such as QuickBooks.

Valid MA Driver’s License

**Knowledge, Ability and Skill:**

**Knowledge:** Working knowledge of office procedures and equipment, accounts maintenance practices and office computer programs, District operations and relationship with other municipal departments and familiar with municipal government. Knowledge of office contemporary computer software applications for business use.

Ability: Ability to communicate clearly and concisely, both verbally and in writing to provide information from files and records. Ability to calculate, evaluate, organize, document and coordinate. Ability to maintain records and prioritize tasks. Ability to respond with tact and courtesy when dealing with the public, and a variety of individuals including department staff. Ability to deal with continuous interruptions and various levels of stress. Ability to be accurate and to meet deadlines. Ability to adjust and adapt to expanding knowledge and learning in the position.

Ability to maintain confidential information, and deal appropriately with federal, state, county, and local officials, as well as the general public.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications such as Quick books, Microsoft Excel and Word. Skill in typing. Excellent organizational skills and attention to detail. Strong data entry skills.

**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 essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Employee may occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Vision and hearing at or correctable to normal ranges.

*(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. The Quabbin Health District is an equal opportunity employer.)*