

**Job Description: Union Position
Town of Pembroke, Massachusetts**

Position Title:

Secretary (Board of Health)

Responsibilities and Essential Functions

Board of Health

- Generate and maintain vendor, contractor, food establishment, etc. licenses
- Prepare vouchers, reports and payroll
- Prepare agendas for BOH weekly meetings
- Take minutes, type, and maintain records of BOH meetings
- Maintain BOH receipts and prepare such for weekly turnovers
- Assist the public when needed
- Perform miscellaneous office duties
- Maintain office personnel files
- Record and schedule applications for hearings and proposals
- Respond to inquiries from vendors and other departments
- Notify Town Website Manager of announcements and any other related pertinent information to the public

Public Nurse

- Assist Public Nurse with related supply orders, confidential medical records, etc. as needed
- Assist Public Nurse with public vaccine clinic patient check-in and associated confidential record keeping
- Forward to Public Nurse messages from patients, medical personnel request information and/or services.
- Create and post monthly public clinics

Health Agent

- Schedule perc tests and septic installation inspections
- Schedule Title V inspections
- Process and maintain septic plans and permits
- Forward septic plans to design review engineer for ensuring Title V compliance
- Notify septic design engineers of any non-compliance issues as per review or engineer's recommendations
- Stamp all approved plans before filing or releasing to installer
- Assure all associated paperwork has been submitted prior to issuance of certificate of compliance to licensed installer
- Record and forward complaints as received

Pembroke Emergency Management

- Procurement officer and related
- Assist wherever needed

Supervision

Answers to Town Administrator, Public Nurse, and Health Agent.

Recommended Minimum Requirements

Education and Experience

- An associate's degree is preferred

Knowledge, Abilities, and Skill

Knowledge

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Abilities

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to see details at close range (within a few feet of the observer).
- The ability to identify and understand the speech of another person.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to concentrate on a task over a period of time without being distracted.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Skills

- Active listening skills
- Reading comprehension skills
- Coordination
- Active learning skills
- Time management skills
- Instructing skill
- Writing skills
- Service orientation skills

- Learning strategies
- Social perceptiveness

Physical Requirements

- May spend extended periods of time at computer terminal, on the telephone, or operation other office machines, requiring eye-hand coordination and finger dexterity.
- Normal or correctable vision is required.
- Regular lifting and carrying of files, documents, records, etc. is routine.
- Employee will be required to talk, listen, sit for long periods, stand, walk, stoop, kneel, crouch, and reach.

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.