[THIS IS A DRAFT JOB DESCRIPTION WHICH IS SUBJECT TO APPROVAL AND FURTHER CHANGE BY THE BOARD OF SELECTMEN]

BOARD OF HEALTH ADMINISTRATOR

Definition:
The Board of Health Administrator provides administrative, advisory, technical, and clerical work assisting the Board of Health in the Town to discharge their duties.

Essential Duties and Responsibilities
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.

- Acts as the administrative agent for the Board of Health. Provides the Board with information and documentation; attends board meetings and takes official minutes.
- Writes correspondence and completes necessary forms to follow up on the votes and direction given by the boards; maintains current files, accurate databases, and other legal records for the board.
- Assists the Director on administrative tasks.
- Prepares and submits bills and deposits.
- Prepares payroll and monitors vacation, personal, and sick days for department employees.
- Monitors annual town budget and department expenditures; assists department head with preparation of annual budget; prepares monthly, annual and quarterly reports.
- Prepares and issues annual and temporary permits for all Board of Health regulated services.
- Coordinates the curbside trash and recycling program, including all administrative tasks, reporting, and responding to resident’s questions in relation to the program.
- Reviews submissions to the Board of Health for completeness and accuracy.
- Effectively uses department-specific software to complete related tasks (i.e. accounting software, billing software, permitting database, etc.)
- Responds to questions and problems; provides information and makes referrals.
- Assists the Board of Health and department staff in discharging their duties relative to applicable laws and regulations.
- Coordinates workflow and schedules.
- Prepares and submits for billing reimbursement of flu vaccine for public and private health insurers.
- Manages accounting for departmental grants.
- Creates and places legal advertisements in the newspaper.
- Posts items on the Town’s web site.
- Serves as the Inventory Management Coordinator for the Emergency Dispensing Site.
- Coordinates yearly health clinics and hazardous waste day collections.
- Serves as backup for Building Department, if needed.
- Performs other duties as directed.

Supervision
Works under the administrative supervision of the Director of Public & Community Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties
require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

**Recommended Minimum Qualifications**

- Associates degree in business management, accounting, public administration, or a related field.
- Four years of related experience in business administration, accounting, public administration, municipal government, or an equivalent combination of education and experience.
- Commitment to the role of public health in promoting racial justice and health equity.
- Experience and excellent skills in working effectively with diverse community populations.
- Excellent interpersonal skills.
- Excellent organizational skills, including ability to prioritize and to multi-task.
- Ability to work in a fast-paced team environment, to meet deadlines, and to flexibly adapt to multiple priorities.
- Excellent verbal communication skills including public speaking.
- Excellent writing skills with experience in writing meeting minutes, reports and related documents.
- Excellent analytic skills, including ability to understand and interpret quantitative and qualitative data.
- Intermediate or higher level skill in Microsoft Office suite of Word, Excel, and PowerPoint.
- Portuguese language capability a plus.
- Current Massachusetts driver’s license. Good driving history is required.

**Work Environment**

- Most work is performed in typical office conditions with some off-site inspections of retail food stores.
- The employee operates standard office equipment.
- The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.
- This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.
- Errors could result in delay, loss of service, loss of grant fund, and/or legal repercussions, and could be costly for the Town.

**Physical Requirements**

Minimal physical effort is required to perform duties under typical indoor environment. The employee is frequently required to sit, stand, walk, speak, hear, and use hands to operate office equipment. Vision requirements include the ability to read and analyze documents and use office equipment.
A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

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 Town of Hudson is an Equal Opportunity / Affirmative Action employer.