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TOWN OF UXBRIDGE

21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8600

NOTICE

POSTED: July 21, 2020

NOTICE: Full-Time Job Opening
Monday through Thursday (37.5 hours per week)
Occasional evening hours (2-4/month)

CLASSIFICATION: Administrative Assistant III

GRADE: C

DIVISION: Board of Health

REQUIREMENTS: Per attached job description

WAGE: \$20.86 (as outlined in the union contract)

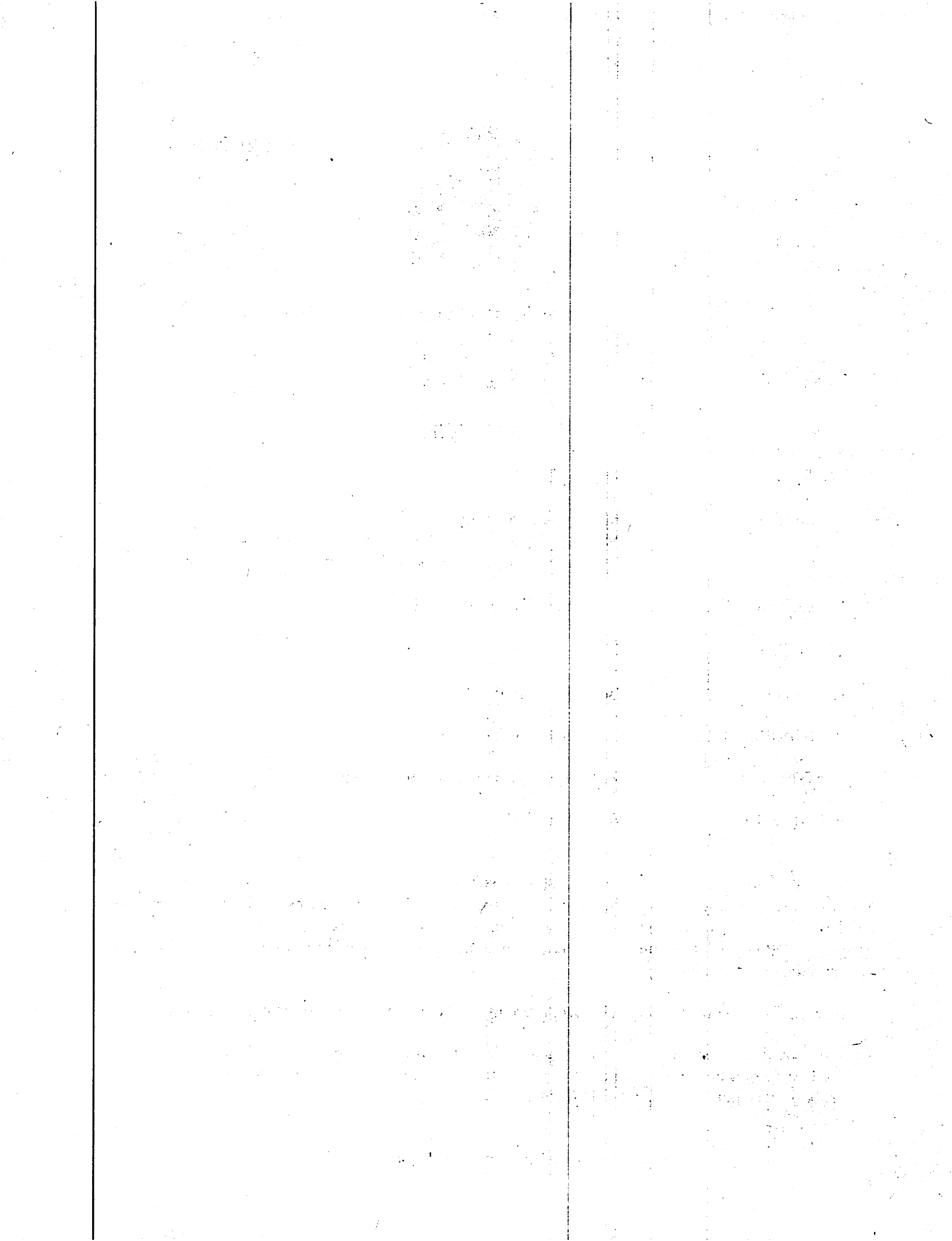
AVAILABLE: August 10, 2020

All interested, qualified candidates should submit a letter of interest, Town of Uxbridge application, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or e-mail same to HR@uxbridge-ma.gov. Review of resumes will commence immediately and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

This position must be posted internally for 10 business days per Article 31 of the SEIU Contract and will close on August 10 for union members. There is a 6 month probationary period per the SEIU Contract.

The Town of Uxbridge is an Equal Opportunity Employer



Board of Health Administrative Assistant

This position is a direct report to and supervised by the Town Manager. The position serves as primary staff member responsible for comprehensive administrative and secretarial duties for the Board of Health, including but not limited to customer service, secretarial responsibilities, office administrative and bookkeeping functions, and support to the Health Director and Board of Health.

ESSENTIAL FUNCTIONS

Provides assistance to internal and external customers of the department, including members of the public, contractors, staff of the Town, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization, referring more complex issues to technical, professional or management staff. Issues include:

1. Explanations of division policies, regulations and office procedures, including restrictions or requirements that apply in individual situations.
2. Explanations and initial interpretations of state codes regarding Title V and septic systems, housing and sanitation, food service establishments, environmental and mosquito control programs, etc.
3. Board of Health matters, including vaccinations, communicable disease, animal bites and rabies, water purity, explanation of Board regulations, etc.
4. Review of applications and processing of permits, certificates and licenses under the jurisdiction of the Health Department.

Provides secretarial services to the Board of Health and its agents and inspectors. Opens and distributes mail, screens calls and takes messages; produces documents and reports using word processing and related software applications; makes appointments and maintains calendar; establishes and maintains department files; sends faxes and duplicates materials; sends annual notices to permit holders for renewal, assembles data for Annual Town Report and information requests.

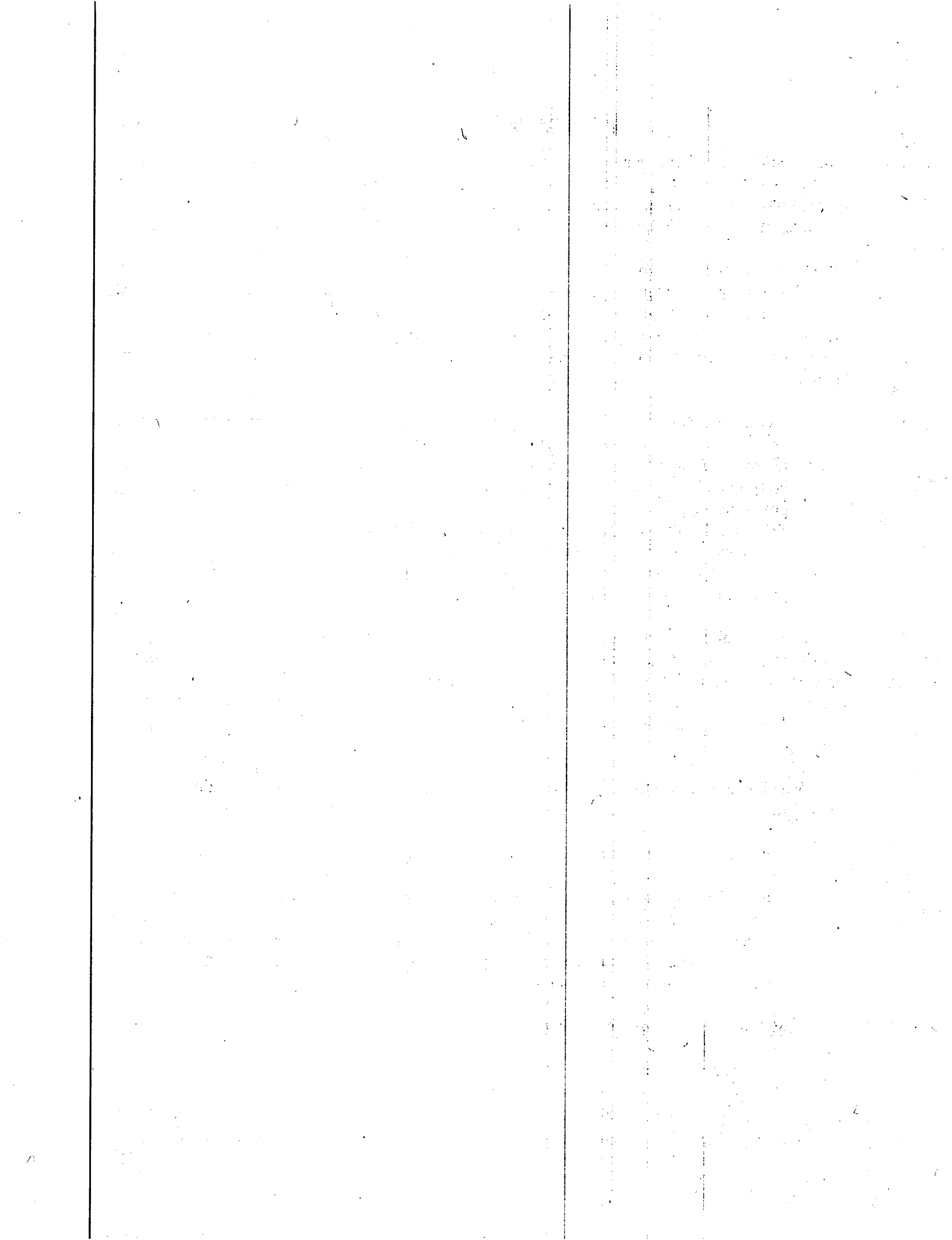
Serves and is responsible for office administrative and bookkeeping functions, including but not limited to:

1. Collection, recording and deposit of fees for permits, licenses, and other functions and services
2. Processing of permits and complaints and maintenance of permit/complaint database
3. Processing of invoices, including coding of expense categories
4. Assistance with preparation of budgets and grants and monitoring same during the year
5. Prepare agenda, takes minutes and post public hearing notices and legal advertisements
6. Maintain website and other outreach and education tools

Recommended Minimum Qualifications:

Education and Experience

- High school graduate
- College graduate preferred; with concentration in business administration
- One to two years general office experience or any combination of education and experience
- Knowledge and experience with Word, Excel, KVS, Vadar, or other municipal software



Knowledge, Ability, Skill

- Ability to maintain accurate records
- Average physical effort required to perform duties under typical office conditions
- Must possess interpersonal skills to interact with town employees, governmental agencies, and the general public in a courteous and professional manner
- Must be able to maintain confidentiality
- Familiarity with state grants and qualifying expenditures preferred
- Comfortable with municipal accounting functions and Vadar software preferred
- Ability to manage/track budgetary and non-budgetary lines

