

**Title:** Regional Administrative Assistant

**Location:** This position is based out of Amesbury, MA. It provides services to the seven municipalities that comprise the Merrimack Valley Public Health Alliance - Amesbury, Merrimac, Georgetown, Groveland, Newbury, and Rowley.

**Caveat:** This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

**Hours:** Part Time (up to 20 hours per week)

**Salary:** \$40,000 annually, \$25.64 hourly with benefits

#### GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Merrimack Valley Public Health Alliance (MVPHA) is a regional resource created to enhance the public health offerings of its member communities and deliver efficient, effective, and equitable public health services to its 330,000 residents.

This position is part of a Public Health Excellence Grant between the towns of Merrimac, Georgetown, Groveland, Newbury, and Rowley, and the city of Amesbury. This is a grant-funded opportunity and is subject to the availability of funds. This position is administered by the City of Amesbury, however, the work will take place across the seven municipalities and the work location is expected to be a combination of remote and distributed across the municipalities.

The Administrative Assistant will provide services to collaborative member towns, as assigned. The Administrative Assistant will have regular oversight by the Shared Services Coordinator for the MVPHA. The Administrative Assistant will perform routine clerical, secretarial and record keeping work including, public health data entry and reporting, answering phones, receiving the public, providing customer assistance, cashiering, data and word processing; work is of a participatory nature, requiring thorough knowledge of departmental operations; all other related work, as required. The Administrative Assistant contribution will be a key factor in enhancing local public health service delivery and community health improvements that advance health equity.

#### 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.

- Assists with the maintenance of some departmental records, including daily transactions, tracking all permits sold, maintaining list of percolation tests scheduled and the results when available, list of all Title V inspections scheduled and the results, classifies and compiles related information; posts and records information; updates data; checks, sorts, records and files various materials.
- Provides general secretarial assistance. Types a variety of department memoranda, reports, correspondence, forms and other documents; screens incoming departmental correspondence; prepares statistical reports, as required.
- Performs a wide variety of specialized clerical procedures related to department activities.
- Assists individuals in person or by telephone; provides information relative to departmental procedures; assists in filling out forms and applications; issues permits, coupons and licenses and other documents; sends out notices; collects fees and/or fines and maintains all associated records; refers individuals to appropriate resources as required.

- Attends Board of Health meetings for Alliance municipalities as necessary.
- Demonstrates a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

#### KNOWLEDGE, SKILLS, AND ABILITIES

We understand that there are many paths to acquiring experience. Therefore, we welcome candidates from diverse and nontraditional backgrounds for this role, including those who have demonstrated transferable skills to carry out the major duties outlined in this job description.

- Knowledge of governmental and private organizations and community resources.
- Ability to be self-motivated to plan, organize, and complete work accurately and on time with little direct supervision.
- Strong interpersonal and communication skills and the ability to work effectively with a diverse community.
- Cultural competency/cultural sensitivity and relationship-building skills.
- Skilled in using technology and computers
- Actively explores ways to improve the quality of output.
- Ability to maintain confidential information.
- Valid driver's license and a working car.

#### EDUCATIONAL REQUIREMENTS AND CERTIFICATIONS:

- High school education including, or supplemented by, courses in office procedures, typing and computers; some experience in clerical, secretarial, record keeping or related field; experience in a municipal setting and in dealing with the public strongly preferred; or an equivalent combination of education and experience.

We are made up of people with different strengths, experiences, and backgrounds. Diversity not only includes race and gender identity but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

Qualified individuals should send a completed resume and cover letter with the subject MVPHA - Regional Administrative Assistant to [careers@bmestrategies.com](mailto:careers@bmestrategies.com).