

POSITION OPENING

BOARD OF HEALTH ADMINISTRATIVE ASSISTANT

The Town of Northbridge seeks a full-time Administrative Assistant in the Board of Health Office to perform administrative technical and clerical work of significant complexity and responsibility in support of the Health Director and operations of the Board of Health office. The position comes with excellent benefits, and an hourly range from \$23.66 to \$31.69 depending on qualifications and experience.

Applicants should have a working knowledge of local, state and federal regulations applicable to the duties/responsibilities of a Health Department including on-site sewage disposal systems, minimum housing standards, lead paint, food code, recreational camps for children, bathing beaches, public pools, tanning salons, solid waste, animal bites, and well construction. An Associate's Degree is required; A Bachelor's Degree is desirable plus three to five years of related public health experience; or any equivalent combination of education, training, and experience.

For more information, please reference the full Job Description available at: <https://www.northbridgemass.org/home/pages/employment-volunteer-opportunities>

Interested individuals should submit a cover letter, resume, and Town of Northbridge employment application to: Sharon Susienka, Exec. Asst. to the Town Manager/HR 7 Main Street, Whitinsville, MA, 01588, or via email to ssusienka@northbridgemass.org. **Deadline for accepting applications is November 17, 2025 at 12:00 Noon.**

The Town of Northbridge is an Affirmative Action/Equal Opportunity Employer.

BOARD OF HEALTH ADMINISTRATIVE ASSISTANT

Position Purpose:

The purpose of this position is to perform administrative, technical and clerical work of significant complexity and responsibility in support of the Health Director and operations of the Board of Health office. Performs all other related work as required.

Supervision:

Work is performed under the administrative direction of the Health Director.

Job Environment:

A majority of work is performed under typical office conditions, with frequent interruptions to provide assistance and information to the public; noise level is moderate.

Regularly operates a computer, telephone, copier, plotter/scanner and other standard office equipment.

Makes frequent contacts with the general public, engineering firms, DPH staff, Visiting Nurses Association, General Contractors, Law Firms and DEP staff. Contacts are in person, in writing, and by telephone and usually involves the provision of information of a technical or factual nature to the public or interested parties.

Has access to limited department-related confidential information such as investigations by BOH.

Errors could result in significant confusion and delay, loss of department services, could result in monetary loss, could cause exposure for the Town to certain legal liabilities and possible adverse public relations.

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.)

Works under the supervision, direction and guidance of the Health Director.

Resolves problems and provides assistance to the public through explanation and interpretation of state regulations and local bylaws governing on-site septic systems, food service establishments, minimum housing standards, and other environmental public health related codes.

Assists Health Director in coordinating the activities of the various Health Agents and Inspectors. Prepares written reports and other correspondence as necessary.

October, 2025

Northbridge, MA
Board of Health Administrative Assistant

Posts Board of Health meetings. Prepares and posts meeting agendas. Attends meetings. Prepares meeting minutes. Prepares related correspondence.

Prepares forms for use in various permit and license applications. Reviews applications for completeness and adherence to state and local regulations. Processes applications and deposits receipts in Treasurer's Office.

Assists Health Director in the development of office policies and procedures manuals. Conducts annual review of policies to ensure adherence to current requirements.

May serve as Northbridge Board of Health representative (alternate) at monthly Steering Committee meetings of the Region 2 Public Health Emergency Preparedness Coalition.

Assists Health Director in preparation of Emergency Dispensing Site (EDS) plan for mass vaccination requiring coordination and participation of other town departments including Police, Fire, DPW, School and Town Administration.

Processes invoices and departmental payroll ensuring that expenditures remain within budgetary guidelines.

Assists Health Director in preparation and review of regulations for Board of Health's consideration and adoption posting public hearing notices as required. Files adopted regulations with appropriate state and local agencies to ensure legality. Advises Health Director and Board of required amendments to current regulations and fee schedules.

May represent Board of Health at Planning Department Technical Review meetings when appropriate or in the absence of the Health Director.

Attends trainings and seminars.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates degree; Bachelor's degree desirable; and three to five years of related public health experience; or any equivalent combination of education, training and experience.

Special Requirements:

Possession of a valid Massachusetts Class D motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications. Working knowledge of local, state and federal statutes and regulations applicable to the duties and responsibilities of the Health Department including on-site sewage disposal systems, minimum housing standards, lead paint, food code, recreational camps for children, bathing beaches, public pools, tanning salons, solid waste, animal bite exposures and well construction.

Ability: Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to respond with tact and courtesy when dealing with the public.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills. Skill in all of the above listed tools and equipment.

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. Lifts/moves objects weighing up to 30 pounds. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Ability to take notes at meetings at an efficient speed. Requires some coordination/dexterity for full keyboard use. Physical ability to operate an automobile if conducting inspections.

(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.)