The following temporary* part-time SEIU level F position is available with a starting hourly rate of $23.37 - $31.40 depending on experience and/or qualifications.

*This position is benefitted and grant funded through June 30, 2024.

Health Department
Administrative Assistant

The Town of Amherst’s Health Department is seeking qualified applicants to serve as a COVID-19 Administrative Assistant. The Administrative Assistant will perform a variety of supporting administrative duties including but not limited to: responding to emails/telephone calls, filing, preparing COVID vaccine clinics, testing, etc. This is a part-time position offering 32 hours per week, with occasional evening hours.

The Town of Amherst seeks a workforce that reflects the diversity of its community, and strives toward racial equity and environmental sustainability. All are encouraged to apply. AA/EEO.
POSITION DESCRIPTION

Program Assistant
Health Department
SEIU Level F
Part-Time, Benefitted, Grant Funded

Job Summary
Coronavirus (COVID-19) related administrative support duties for optimal functioning of the Health Department office. Duties are varied and require considerable knowledge of office and information management systems and the ability to perform research on multiple topics pertaining to public health. Ability to work in a respectful, inclusive manner is essential. May occasionally require evening hours.

Supervision Received
Works under the general supervision of the Health Director, who assigns tasks based on overall objectives and workload requirements, reviews work and evaluates performance. Regularly performs duties independently.

Supervision Exercised
Generally. none. The employee is responsible for his/her own work, but may also be expected to provide guidance to occasional volunteers.

Major Duties
- Coronavirus (COVID-19) related administrative support duties including answering phones, responding to emails, typing documents, and maintaining filing systems.
- Assists with preparing for COVID vaccine clinics, homebound program, testing, and other COVID related instances.
- Performs administrative support duties for health education materials and events. Handles advertising, file maintenance and electronic records. Organizes information by category for easy accessibility for Board of Health and the public related to COVID-19.
- Prepares invoices for payment and helps with budget analysis and bill reconciliation related to COVID-19.
- Performs other duties as assigned.
- Must be respectful and inclusive of all Town residents with special attention to racial equity and inclusion.

Desired Minimum Qualifications
Bachelor’s Degree in Education, Public Health or Public Administration and 4 years office experience and or any equivalent combination of related education and experience. Prior experience in municipal office setting is preferred. Working knowledge of modern office practices and procedures including email, Microsoft Office applications, file management, databases, some knowledge of accounting principles and practices. Skill in operating listed tools and equipment. Demonstrated skill in planning, organizing and maintaining records. Must be able to work both independently and as part of a team, learn and communicate operational policies and procedures and demonstrate effective written and verbal
communication skills. Able to establish and maintain effective working relationships with coworkers, town boards and the public.

**Tools and Equipment Used**
Multi-function Telephone systems; personal computer including Microsoft Office applications; common office equipment.

**Physical Demands**
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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally an office setting and the noise level in the work environment is usually quiet.

**Selection Guidelines**
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

*The 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.*