

The Town of New Milford Health Department is actively recruiting for an Office Coordinator. This fast-paced position is responsible for the Health Department's internal and external communications including memo's reports, charts, and brochures and serves as the initial point of contact for the department. The Health Department Office Coordinator also will work with the Public Health Nurse to assist in the coordination of local health education events and clinics. Qualified applicants will be exceptionally proficient in the usage of all standard office equipment with demonstrated ability to create documents in Microsoft Word, Excel, and PowerPoint. Applications and Resumes should be mailed to: Greg Bollaro, Personnel Director, 10 Main Street, New Milford, CT 06776. EOE. **Closing date is March 19, 2021.**

## Town of New Milford

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Health Department**

**Job Title:** Office Coordinator

**AFSCME GRADE 8**

37.5hrs p/w

**Job Summary:** Performs all clerical work and gathers and disseminates information in the Department of Health and to the public.

**Supervision Received:** Supervised by the Director of Health and also receives direction from the Sanitarian.

**Essential Job Functions:**

- Types letters, reports, abatements and other documents; makes copies and maintains files.
- Answers telephone and acts as office receptionist.
- Receives and records complaints and inquiries from the public and refers to proper staff member for action.
- Schedules all appointments, and assists with planning the field work calendar for the Department.
- Prepares and records all well and septic permits; approvals and other records; maintains pending files and provides follow-up..
- Collects and records fees and prepares monthly report to the Finance Department.
- Investigates status of building projects and prepares the Department's approval forms for issuance of Certificates of Occupancy by the Building Department.
- Researches purchases of supplies and equipment as needed, and maintains records.
- Researches land records in Assessor's and Town Clerk's offices for information pertaining to Health Department business.
- Compiles and enters data in spreadsheets or other formats and assists in completing State reports regarding Health Department activities.
- Maintains and updates office files following established office procedures and Records Retention Management guidelines as set forth by State Public Records Administrator.

- Investigates the status of Planning, Zoning, and/or ZBA projects as needed and reports to Health Department staff.
- Works with the public health nurse and other staff to assist in preparing and presenting community health education projects.
- Performs other duties as assigned.

**Knowledge, Skills and Ability:**

- Demonstrated ability to type 60 WPM and transcribe from notes and/or tapes (audio).
- Demonstrated proficiency in using standard office equipment.
- Good oral and written communication skills including ability to consistently compose routine correspondence with excellent grammar and punctuation..
- Demonstrated ability to organize and prioritize work.
- Demonstrated ability to work independently in an office setting subject to continuous interruptions.
- Demonstrated ability to effectively work with Town Officials, employees and the public in a professional and courteous manner both in person and over the phone.
- Computer literacy with Windows-based programs including Microsoft Office, Excel, Access, Outlook and internet access and the ability to learn new programs as needed.
- Ability to carry and lift documents and office equipment weighing up to 20 pounds.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.

**Education, Training and Experience:**

- Must have a High School Diploma with two years experience in secretarial field, including assignments requiring little supervision.

**Working Conditions, Physical and Mental Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X
Standing		X			Color Distinction				X
Walking		X			Peripheral Vision				X
Sitting			X		Driving		X		
Lifting			X		<b>Physical Strength:</b>				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes	X			
Reaching			X		Wetness	X			
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion				X	Exposure to dampness	X			
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Town Council 10/11/88  
 Updated May 2004  
 Revised June 2008 by Health and Personnel  
 Updated by Personnel 7/2020