

**TOWN OF SOUTHWICK**  
**JOB DESCRIPTION**

**Board Secretary/Floater**

**SUPERVISION RECEIVED**

This position reports to the Chief Administrative Officer and the Select Board. This position works under the direct supervision of the Board of Health Director and the Town Planner.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position performs a variety of administrative duties for various Boards and Committees, and specifically for the Board of Health and Town Planner. Essential duties and responsibilities of the job include but are not limited to:

**Planning Board Secretary**

- Schedules and sets up for all Planning Board meetings at the request of the Board and posts all meeting agendas as required by law.
- Requires attendance at evening Planning Board meetings and setup for hybrid meetings.
- Arranges for the use of rooms for the meetings.
- Notifies all interested parties in advance of the meeting, as required.
- Prepares agendas and other documents requested by the Board for meetings.
- Prepares meeting packets in advance and distributes them to the Board members.
- Completes comprehensive meeting minutes, facilitates an audio recording of each meeting, and provides recordings to the Town Clerk's Office.
- Accurately records roll call and votes from meetings.
- Publishes minutes to be approved at the next Board meeting. After approval by the Board, ensure the minutes are provided to the Town Clerk's Office as required by law.
- Maintains files and materials of the meetings for the Board in a legally compliant manner.
- Ensures certain documents are available to the public as required.
- Prepares and implements purchase orders requested for the work of the Board.

## **Board of Health Secretary**

- Prepares and distributes annual food permits to restaurants in a timely manner.
- Schedules and sets up for all Board of Health meetings at the request of the Health Director and posts all meeting agendas as required by law.
- Requires attendance at evening Board of Health meetings and setup for hybrid meetings.
- Arranges for the use of rooms for the meetings.
- Notifies all interested parties in advance of the meeting, as required.
- Prepares agendas and other documents requested by the Board for meetings.
- Prepares meeting packets in advance and distributes them to the Board members.
- Completes comprehensive meeting minutes, facilitates an audio recording of each meeting, and provides recordings to the Town Clerk's Office.
- Accurately records roll call and votes from meetings.
- Publishes minutes to be approved at the next Board meeting. After approval by the Board, ensure the minutes are provided to the Town Clerk's Office as required by law.
- Maintains files and materials of the meetings for the Board in a legally compliant manner.
- Ensures certain documents are available to the public as required.
- Prepares and implements purchase orders requested for the work of the Board.
- Responsible for the clerical aspects of BOH permitting. This includes mailing out permit renewals, reviewing paperwork, typing permits, and turning over payments.

## **Floater**

- Responsible for a wide variety of skilled secretarial, clerical, and bookkeeping functions for different departments as required.
- Requires dealing with the public, answering questions pertaining to the department, and referring people to other Town Departments as needed.
- Requires general computer and phone system knowledge.
- Processes all mail and correspondence for the department.
- Performs all other related duties, projects and responsibilities as needed or requested by the department.
- Requires the ability to follow directions from a manual.

## **EDUCATIONAL AND WORK EXPERIENCE**

**Required:** Valid driver's license

**Preferred:** Any combination of experience and training which demonstrates knowledge as a secretary, clerk or bookkeeper.

## **SPECIAL KNOWLEDGE/ABILITIES FOR POSITION**

- Strong interpersonal and customer service skills

- Knowledge of payables, purchase orders and processing procedures is helpful.
- Knowledge of computer and remote meeting technology *i.e.* Zoom/Owl/Teams helpful.
- Ability to work with numerous departments and agencies.
- Ability to adjust to varying work situations.
- Must be able to comprehend verbal and written instructions.
- Attendance at evening board meetings is necessary.

### **TOOLS AND EQUIPMENT USED**

- Knowledge of telephone system, copy machine, computers, fax machine, laminator, calculator and other general office equipment.

### **PHYSICAL DEMANDS**

The position requires a moderate amount of walking, standing, sitting and climbing stairs and step stool whenever necessary. Activities also include moderate physical exertion in body movement such as reaching, bending, twisting, grasping, pushing and pulling of objects. The position requires lifting of objects of 20 pounds on a frequent basis and over 20 pounds occasionally. There is a frequent requirement of fine manipulation association with the required use of a computer, keyboard and calculator.

### **ENVIRONMENTAL CONDITIONS**

The occupant is required to work indoors. The regular chemical solvents are toners and cleaning fluids. High noise levels include sirens and printers.