

BERKSHIRE REGIONAL PLANNING COMMISSION
CONTRACTED SERVICES POSITION DESCRIPTION

Berkshire Regional Planning Commission (BRPC) as the Host Agency for the Berkshire Public Health Alliance (Alliance) seeks an Administrative Assistant to provide organizational support for the Alliance Governing Board. The Alliance is composed of the twenty-one Berkshire municipalities who have signed an Inter-Municipal Agreement (IMA) with BRPC to share resources and services in order to promote, preserve and enhance Berkshire County's public health by meeting community needs, improving capabilities and providing equitable access to affordable public health services. The Alliance, through its Host Agency BRPC, will hire positions as needed and as funding is available to support the Alliance Executive Board and BRPC in providing these services. The Alliance was created in November 2011 to serve the public health needs of Berkshire County for the foreseeable future. This is an excellent opportunity for someone to help define and grow the Alliance.

PART I: ORGANIZATIONAL INFORMATION

Position Title: Berkshire Public Health Alliance Board Administrative Assistant

PART II: POSITION SUMMARY

1. Position Tasks:
 - a. Work under the direction and control of the Alliance Program Manager to support the Alliance Governing Board and Host Agency.
 - b. Provide support for the Host Agency, Alliance Governing Board and Alliance Committees.
 - c. Provide support for Program Manager and/or Director and Environmental Health Inspectors
 - d. Interface with Alliance Member Boards of Health
 - e. Manage the Alliance Office, including tracking and scheduling services and basic office support functions.
2. Position Compensation:
 - a. This position is funded by grants and service fees and is dependent on actual receipt of grants and service contracts.
 - b. This is an un-benefitted contracted position with no paid time off or other benefits.
 - c. Detailed monthly invoices will be submitted based on tasks completed and hours actually worked.
 - d. Must have the ability to work regular office hours as well as occasional nights and weekends. Hours may be flexible at the discretion of the Alliance Board.
 - e. Must have access to a car and a home office with computer, printer, internet, cell phone, etc.
 - f. Position may be 12 to 30 hours per week, depending on grant funding and participating municipal service requests. Position may be full time in the future.
 - g. Compensation \$13 - \$20/hour, depending on experience and training.
3. Position Contract Period
 - a. February 1, 2012 to December 31, 2012, with annual renewal depending on funding
 - b. Open until filled

PART III: DETAILED POSITION DESCRIPTION

This section contains a description of the specific responsibilities, requirements and deliverables:

1. Provide the following support for the Host Agency and Alliance Board:
 - a. Post Meetings and Agendas
 - b. Attend Meetings as requested
 - c. Take minutes
 - d. Collate and assemble reports and projects
 - e. Schedule appointments, create invoices and track payments
 - f. Answer phone, email, mail, etc.
 - g. Order supplies, keep inventory
 - h. Keep regular office hours
 - i. Answer questions and follow up on requests
 - j. Maintain contact information and list serves
 - k. Maintain Website
 - l. Other general office functions as required

PART IV: QUALIFICATIONS

1. Minimum Required Education, Training and/or Experience:
 - a. Two or more years experience in office support or management
 - b. Two-year college degree or equivalent in training, certifications and/or additional experience
 - c. ICS 100, 700 (may be completed after hiring)
2. Preferred Education, Training and Experience
 - a. Knowledge of Berkshire County and Massachusetts environmental health regulations and practices, public health, public health nursing and emergency management.
 - b. Undergraduate Degree in a related field
 - c. Business Experience
3. General Knowledge, skills, and abilities of this position:
 - a. Desire to learn new skills and grow with the Alliance
 - b. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals;
 - c. Excellent written communication skills, including ability to write effectively, to provide guidance to local officials and boards, and provide clear explanations and instructions
 - d. Excellent verbal communications skills, particularly the ability to translate technical information and concepts to local elected officials and citizens in a comprehensible manner and to communicate with a wide range of constituents;
 - e. Ability to organize, coordinate and support multiple projects
 - f. Strong office skills including working proficiency in Microsoft Office programs, filing, bookkeeping, office equipment, etc. Familiarity with Peachtree accounting software a plus.