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MILFORD PERSONNEL BOARD
Wednesday, November 18, 2020 – 6:30 P.M.

ZOOM Meeting

The Personnel Board invites public participation on all agenda items.
For those wishing to call in to listen or speak, please email haroldrhodes@comcast.net for the Conference Call Number.

AGENDA

- 1. CALL TO ORDER**
- 2. INVITATION TO SPEAK**
- 3. PAYROLL/BUDGET - Clerk Payroll**
- 4. APPOINTMENTS**
 - Health Agent Dr. Murphy Re: Health Inspector
 - Youth Center Director Jen Ward Re: Asst. Youth Center Director
- 5. APPROVAL OF MINUTES**
 - Approval of October 14, 2020 Minutes
 - Approval of October 22, 2020 Minutes
- 6. ADJOURNMENT**

Matters listed on this Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

Signature:

Harold Rhodes, Chairman

Date:

November 13, 2020



BOARD OF HEALTH

TOWN OF MILFORD, MASSACHUSETTS 01757

Jacquelyn A. Murphy, *Director of Public Health*

Telephone: 508-634-2315

Board Members

Kenneth C. Evans
Leonard A. Izzo
Paul A. Mazzuchelli

November 12, 2020

To: Personnel Board – Harold Rhodes, Chairperson

From: Milford Board of Health – Jacquelyn Murphy, Director of Public Health

Re: New Part-time Health Inspector Appointment by Board of Health

Dear Mr. Rhodes,

Thank you for your conditional acceptance of my attendance at the Personnel Board meeting on November 18, which is scheduled to be held virtually.

I have enclosed the cover letter and resume submitted by Ms. Hannah Tavares. She was our top applicant and appointed by the Board of Health at their meeting on Monday November 2, 2020. They also voted to appoint her at step 4 of the compensation schedule, retroactive to her start date, also conditional upon the Personnel Board approval.

Given the education and experience of Ms. Tavares, in a variety of public health settings including food safety, agriculture, and water quantity monitoring, she would greatly expand the capacity of the Board of Health. In addition, Ms. Tavares is tri-lingual, which would be an incredible asset to the Board of Health as they help a diverse community navigate the COVID-19 pandemic as well as other emerging health issues. She brings other skills as well, including experience with media and communications and team management.

I look forward to our conversation on Wednesday. Please let me know if you have any questions or require additional information in advance of the meeting.

Sincerely,

Jacquelyn Murphy, DrPH, MPH
Director of Public Health
Milford Board of Health

Enclosures: Cover letter and resume for Hannah Tavares
Offer letter from Board of Health to Hannah Tavares

**Town of Milford, Massachusetts
Job Description**

Position Title:	Health Inspector	Grade Level:	II
Department	Health	Date:	2015
		Revised:	2019
Reports to:	Director of Public Health	FLSA Status	Non-exempt

Statement of Duties: The Health Inspector is responsible for performing technical inspection work in enforcing rules, laws and regulations pertaining to the public's health, including but not limited to: control of disease programs, promotion of sanitary conditions and protection of the environment from damage and pollution. The Health Inspector participates in emergency management and bioterrorism planning. The employee is required to perform all similar or related duties as needed.

Supervision Required: Under the general supervision of the Health Agent, the Health Inspector is self-motivated, taking initiative to complete recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The Health Inspector is expected to recognize instances which are out of the ordinary and expected to seek advice and further instructions. Reviews and checks of the employee's work are conducted periodically to inform the supervisor of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: The Health Inspector is not required to supervise other employees regularly in their role.

Confidentiality: The Health Inspector has regular access to confidential information of the department including pending health-related lawsuits, criminal investigations and other sensitive information. The employee is expected to act with the highest integrity and is responsible for maintaining confidentiality of all records, whether designated confidential or not, within the parameters of applicable law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, monetary loss, labor/material costs and personal injury.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in any situation.

Work Environment: Working conditions in the office are typical of office environments, including periods of sitting and working with computers, phones, printers, and similar technology. Working conditions during inspections may involve exposure to intermittent machine or related

Town of Milford, Massachusetts
Job Description

noise or a combination of unpleasant elements such as loud noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Duties may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts.

Nature and Purpose of Public Contact: The Health Inspector constantly communicates with co-workers, professionals in various industries (e.g., restaurants, construction, government, etc.), and the public. At times, the Health Inspector must mediate between groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences. Excellent communication skills are needed to convey health regulations, skillfully negotiate, achieve compromise, secure support, concurrence and acceptance or compliance. Relationship building is a large part of this role.

Occupational Risk: Duties generally do not present occupational risk, with only occasional exposure to risk outside the ordinary risks of daily living.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Enforces state and local public health laws and regulations in accordance with respective statutes, regulations, and policies related to food safety, tobacco control and prevention, mosquito control.
- Engages community members at various phases of fulfilling job duties and functions.
- Represents the Board of Health in routine business and occasional, non-routine emergencies.
- Reviews and inspects septic systems in accordance with the state Title V regulation; inspects individual sewage disposal systems and advises owners of proper disposal; investigates private water supplies for conformity with state regulations.
- Inspects a variety of public and private settings, including restaurants, housing, childcare centers and schools, recreation areas, industrial plants, etc.
- Investigates community complaints and recommends methods for correcting nuisances dangerous to the public health.
- Supervises the observance of quarantine regulations.
- Organizes and assists in the administration of clinics and similar prevention.
- Assists in the preparation of official documents, correspondence and purchase orders to ensure compliance with local and state laws and policies.
- Maintains accurate attention to detail in all aspects of work, for instance, through verbal and written communication, and organization of files, records and reports (e.g., regarding inspections, processes, results, etc.)
- Must be a self-motivated, creative, flexible, compassionate, and adaptable team player
- May be asked to complete other duties to improve the public's health by fulfilling mandates and guidance from the Centers for Disease Control (e.g., the core functions and essential services of public health, Public Health 3.0), and the Massachusetts Department of Public Health and the Department of Environmental Protection

Town of Milford, Massachusetts
Job Description

Recommended Minimum Qualifications:

Education and Experience: Associate's degree or substitute years of experience plus minimum of three to five (3-5) years of related work experience in a public health program; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: The following are preferred – not required – qualifications: State Registration as a Sanitarian, Registration with the Board of Certification of Health Officers of the State, Valid Massachusetts driver's license, DEP approved soil evaluator, Certified Pool Operator's License, DEP approved septic inspector certification, licensed lead determinator, certified in food safety, incident command system certification, Integrated Pest Management (IPM) certified.

Knowledge, Abilities and Skill

Knowledge: Knowledge of the federal, state and local laws, rules and regulations pertaining to public health; knowledge of approved methods and equipment used in handling food and milk and environmental health protection such as sanitary sewer disposal; knowledge of current inspection and disease control procedures.

Ability: Ability to enforce and interpret regulations firmly, tactfully, and impartially; ability to communicate effectively, orally and in writing; ability to use a computer; ability to interpret and implement information contained in legal documents, including statutes and regulations and building plans; ability to work with others in a teamwork approach to accomplishing tasks.

Skill: Excellent planning and organizational skills; excellent employee relations and customer skills, and ability to handle multiple tasks; basic business, mathematical, spelling, and negotiation skills; strong interpersonal skills.

Physical and Mental 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 position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. The Health Inspector may need to stretch and reach to retrieve materials.

Motor Skills: Duties may involve application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Demands: Position requires the routine reading of documents and reports for understanding and analytical purposes, reviewing blueprints, with a need to determine color

Health Department
Health Inspector

Town of Milford, Massachusetts
Job Description

differences.

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.



BOARD OF HEALTH

TOWN OF MILFORD, MASSACHUSETTS 01757

Jacquelyn A. Murphy, Director of Public Health

Telephone: 508-634-2315

Board Members

Kenneth C. Evans
Leonard A. Izzo
Paul A. Mazzuchelli

November 12, 2020

Dear Ms. Hannah Tavares:

We would like to offer you the position of Health Inspector with the Milford Board of Health initially starting at \$22.23 per hour. Given that your education and experience would be an asset to this department, the Milford Board of Health has already approved your starting salary at \$25.84 per hour.

In accordance with Section 3.10 of Milford Personnel By-Laws, the starting rate for all positions shall be the minimum of the rate range for the position as classified. In special cases, *including this current case*, and upon the recommendation of the appointing authority and the approval of the Personnel Board, such a person may start at a higher rate than the minimum, but not in excess of the maximum.

Should you accept the position, we are planning to attend the first available Personnel Board meeting, held the second Wednesday of each month, to ask them to approve increasing your salary to \$25.84 per hour. Upon their approval, you would be retroactively compensated at the rate of \$25.84 per hour for all time worked between your date of hire and the Personnel Board approval.

Please contact me with any questions or concerns about this offer. I look forward to hearing from you and hopefully working with you.

Congratulations!

Best regards,

Jacquelyn Murphy, DrPH, MPH
Director of Public Health
Milford Board of Health
508-634-2315
jmurphy@townofmilford.com

HANNAH TAVARES

Hiring Manager
Milford Town Hall

Dear Hiring Manager,

Thank you for the opportunity to apply for the Part Time Health Inspector role at the Town of Milford Board of Health. I have a tremendous respect for the role the Board of Health has played in my upbringing here in town and I look forward to all the ways we can further progress positive healthy change for the lives of our residents. With my degree in Media Communications, passion for community involvement and education, and diverse work experience, I believe I am the best candidate for this position.

I am an adaptable, multilingual professional who has been consistently praised as detail-oriented by my co-workers and management. Over the course of my 7-year career, I've developed a skill set directly relevant to the Health Inspector role you are hiring for, including quality control analysis, safety compliance and public service. Overall, I have consistently demonstrated leadership, problem-solving and planning abilities in every aspect of my varied professional background, and I invite you to review my detailed achievements in the attached resume.

As a food rescue coordinator, I developed skills that ensure the highest level of competence, time management and food safety. I flourish while under high-stress conditions and have proven to withstand unpredictable circumstances and procure positive results. I am comfortable in a variety of roles in both team-oriented and self-directed environments. In my current role as Farm Lead, I direct various aspects of our safety and sanitation protocol training and implementation. Fostering a safe, productive and all-inclusive work environment is of the utmost importance to me.

In the role of Health Inspector I would dedicate my time and knowledge towards propelling the success of Milford's endeavors of promoting public health programs and sharing your mission of ensuring the safety of the town's natural resources and community health through civic engagement. Encouraging diverse community growth by ensuring an engaging educational experience for our residents.

With excellent organizational and communication skills, a rigorous work ethic, and boundless

enthusiasm, I am positioned to exceed your expectations. After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit the Town of Milford.

Thank you for your consideration

Sincerely,

Hannah Tavares

Hannah Tavares

Health Inspector



EDUCATION

REGIS COLLEGE

GPA: 3.9

Weston, MA

Public Health Public Health and the Environment (Dec 2019)

Relevant Coursework

- Public Health and the Environment

SUFFOLK UNIVERSITY

Boston, MA

Media Communication Communication (May 2015)

ADDITIONAL SKILLS

Portuguese, Spanish

Conflict Resolution

Emergency Communication and Procedure Implementation

CERTIFICATIONS

Drinking Water and Private Wells in Massachusetts Training

Wastewater and Title 5 Programs in Massachusetts Training

Wastewater Centrifugal Pumps 101
Collections Systems 101

CAREER OBJECTIVE

Adaptable, multilingual professional with 6+ years of experience and a proven knowledge of food sanitation and safety, waste management, and resource management. Aiming to leverage my skills to successfully fill the Health Inspector role in my hometown of Town of Milford to ensure the protection of our resources and the safety of our community.

EXPERIENCE

FARM LEAD

Tangerini's Spring Street Farm, Millis, MA / Sep 2019 - Present

- Observe workers to detect inefficient or unsafe work procedures or to identify problems, initiating corrective action as necessary.
- Maintained detailed accounts of daily/monthly inventory inspection logs
- Supervised proper completion of sanitation procedures for all equipment
- Ensured compliance of CDC-suggested operation changes for marketplace ops

FOOD RESCUE COORDINATOR

Lovin' Spoonfuls Inc, Boston Feb 2020 - Jun 2020

- Evaluated and rescued perishable nutritious food abiding by ServSafe training
- Ran rescue and distribution operations daily
- Fostered positive relationships with vendors and food pantry leads

EVENT COORDINATOR

Hopkinton Center for the Arts, Hopkinton, MASSACHUSETTS / Mar 2019 - Feb 2020

- Responsible for program administration and organization
- Operated as the organization representative for local diversity involvement
- Participated in community forums to develop inclusive, educational multicultural representation opportunities and events
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.

NATURAL RESOURCES STEWARD

Boston Harbor Island National Parks Service, Boston, MA / Jun 2019 - Jun 2019

- Routinely removed invasive species, logged removal progress and equipment returns

- Assisted in estuary condition data collection

OPERATIONS MANAGER

American Multi Cinema, Boston, CALIFORNIA / Apr 2014 - Dec 2018

- Managed large-scale programs including developing promotional content
- Processed internal and external account payments
- Created improved daily inspection routine and training procedures
- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.

PRODUCTION COORDINATOR

CBS, ABC, Lemonlight Media, Los Angeles Feb 2017 - Nov 2018

- Mediated contract negotiations amongst clients and production staff
- Maintained billing accounts for 80+ employees
- Set fiscal budgets for productions

RECOVERY VOLUNTEER

Food Forward, Los Angeles, CA / Jun 2018 - Aug 2018

- Gleaned fresh produce for hunger relief agencies
- Combated food waste in 8 counties with the Backyard Harvest Program

BEAUTIFICATION VOLUNTEER

KYCC, Los Angeles, CA / Jun 2018 - Aug 2018

- Instructed novice team members in transplanting arborvitae
- Conducted sapling transplant site inspections

COMMUNITY RENOVATION VOLUNTEER

The Compton Initiative, Compton, CA / Jun 2017 - Jun 2017

- Aided in site renovation repairs, painting,
- Supervised volunteer transportation and procedure completion

RECRUITING COORDINATOR

Atrium Pro, Boston, MA / May 2016 - Jul 2016

- Sourced, screened and hired qualified Accounting and Finance candidates
- Evaluated departmental progress monthly
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.



United Way
of Tri-County



TOWN OF MILFORD, MASSACHUSETTS

MILFORD YOUTH CENTER

24 Pearl St., Milford, MA 01757

(508) 473-1756 Phone

(508) 381-0759 FAX

milforyouthcenter@comcast.net

www.milforyouthcenter.net



November 6, 2020

To whom it may concern

I am writing to you on behalf of the Milford Youth Commission to communicate that on Friday, November 6, 2020 the Youth Commission held a Board Meeting and approved the following revisions to the job description for the Assistant Director (see attachment). The revisions were also reviewed and approved by the HR Department. We also attached the old job description for your review.

Thank you for your time and please let us know if you have any questions.

Amy Tamagni
Chair
Milford Youth Commission

* old version

**Town of Milford, Massachusetts
Job Description**

Position Title:	Assistant Youth Center Director	Grade Level:	
Department	Youth Services	Date:	2015
Reports to:	Youth Center Director	FLSA Status	Non-exempt

Statement of Duties: The Assistant Youth Center Director is responsible for assisting the Director in planning, coordinating and administering the a wide range of department-sponsored recreation programs and special events for people of all ages at the Town's Youth Center facility. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Youth Center Director, the employee is required to plan, prioritize, and carry out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor(s). Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with departmental policies, or other requirements.

Supervisory Responsibility: The employee is not required to provide regular supervision of department employees except during the temporary absence of the Director. Employee may assume temporary relief responsibility for the Department Head.

Confidentiality: The employee has regular access to confidential information obtained during the performance of regular position duties in accordance with the State Public Records Law such as official personnel files of seasonal employees' client program registration records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, missed deadlines, labor/materials cost, and jeopardize department programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs essential functions both in a municipal office setting subject to frequent interruptions as well as outdoors at recreation activity sites where the employee is subject to, loud noises and weather conditions. Employee may be required to work beyond normal business hours in order to attend department activities and/or special events.

Youth Services Department
Assistant Youth Center Director

Town of Milford, Massachusetts
Job Description

Nature and Purpose of Public Contact: Employee interacts with co-workers, the public and external contacts such as vendors doing business with the department to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to attempt to resolve complaints or to deal with uncooperative persons. The employee may furnish the public and news media with routine department-related information such as program registration forms, department activity lists, or departmental policies and procedures.

Occupational Risk: Risk exposure is similar to that found in an office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Assists the Director in the planning, coordination of the development and coordination of a wide range of department sponsored recreation programs and special events at the Youth Center which includes program registration, recruitment of personnel and directing seasonal employees and volunteers.

Receives and responds to inquiries from the public either in person or via telephone regarding department programs and services; takes messages and refers inquiries to department staff for appropriate response.

Provides assistance to other department staff as requested.

Participates in the management and operation of the Town beach.

Maintains and updates the department's web site.

Designs program pamphlets and other department materials.

Conducts risk assessment and hazard checks for various department sponsored activities to ensure that programs are run in a safe manner.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent; minimum of one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: First Aid and CPR/AED Certification required.

Youth Services Department
Assistant Youth Center Director

**Town of Milford, Massachusetts
Job Description**

Knowledge, Abilities and Skill

Knowledge: Knowledge of the use and application of office equipment and office software including word processing and spreadsheet applications in support of department operations. Knowledge of basic bookkeeping practices and business mathematics. Knowledge of department programs and activities.

Abilities: Ability to establish and maintain effective working relationships and patience with department staff and the public. Ability to complete multiple tasks in an organized, and timely manner.

Skill: Proficient organizational skills as well as written and oral/public speaking communication skills. Proficient customer service skills.

Physical and Mental 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 position's essential functions.

Physical Demands: Little or no significant physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, walking, and standing. The employee is required to lift, push, or pull objects such as office equipment, books, photocopy, and computer paper.

Motor Skills: Position requires the employee to have basic motor skills to carry out activities such as operating a personal computer and/or most other office equipment, keyboarding and/or word processing, filing, moving objects, and sorting of papers.

Visual Demands: Visual demands of the position require the employee to constantly read and interpret documents for general understanding. The employee is not required to distinguish colors.

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.

Youth Services Department
Assistant Youth Center Director



**Town of Milford, Massachusetts
Job Description**

Position Title:	Youth Center Assistant Director	Grade Level:	II
Department:	Youth Center	Date:	2018
		Revised	2020
Reports to:	Youth Center Director	FLSA Status:	Non-Exempt

Statement of Duties:

The Assistant Director position will support the Milford Youth Center's mission of providing a safe environment that promotes self-esteem, builds character, and fosters the notion of community and the importance of respecting and serving others. The Assistant Director is responsible for assisting the Youth Center Director in planning, coordinating, and administering the registration of participants in a range of department-sponsored recreation programs and special events for people of all ages. Employee is required to perform all similar or related duties.

Supervision Required:

Under the general direction of the Youth Center Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing policies or regulations; the employee is then expected to seek advice and further instruction from the Youth Center Director. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of the progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

The employee is required to provide direction and guidance to program volunteers and/or part-time staff in the same department where the work of the supervised volunteer(s) and/or part-time staff may at times be the same as the work of the Assistant Director. In the absence of the Youth Center Director, the Assistant Director would supervise all program volunteers and staff.

Confidentiality:

The employee has regular access to confidential information obtained during the performance of regular position duties in accordance with the State Public Records Law such as official personnel files of seasonal employees' client and/or department records.

Accountability:

Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, missed deadlines, labor/materials cost, and jeopardize department programs.

Judgment:

Numerous established standardized practices, procedures, state or federal laws, or department standard operating guidelines govern the work and, in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized operating practices, procedures, regulation, or department/state laws. The sequence of work and/or the procedures followed vary according to the nature of the work performed and/or the information involved, or sought, in a particular situation.

Work Environment:

Employee performs essential functions both in a municipal office setting subject to frequent interruptions, as well as

Youth Center
Youth Center Assistant Director

Town of Milford, Massachusetts Job Description

outdoors at recreation activity sites where the employee is subject to loud noises and weather conditions. Employee may be required to work beyond normal business hours to attend department activities and/or special events.

Nature and Purpose of Relationships:

Employee interacts with co-workers, the public and external contacts such as vendors doing business with the department to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to attempt to resolve complaints or to deal with uncooperative persons. The employee may furnish the public and news media with routine department-related information such as program registration forms, department activity lists, or departmental policies and procedures.

Occupational Risk:

Risk exposure is similar to that found in a municipal office setting having frequent contact with the public.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Assists the Director in the planning and coordination of the development of a wide range of sponsored recreational programs and special events at the Youth Center which includes program registration, recruitment of personnel and directing employees and volunteers (After School, Summer Camp and Rental Programs).
- Assists with grant research, application, and administration.
- Performs outreach and marketing to outside agencies to increase participation levels.
- Assesses the needs of residents; develops and implements programs designed to meet those needs; evaluates program participation and success.
- Helps plan and attend occasional weekend events/fundraisers.
- Participates in community groups that align with Youth Center mission.
- Attends occasional Town Meetings including Youth Commission, Finance, Selectman, etc. when in need.
- Coordinates rental program, including preparation and facilitation (contracts, insurance, payment, scheduling, etc.)
- Coordinates program and rental staff scheduling and payroll.
- Inputs and tracks data into computer.
- Works in partnership with Milford Youth Center Director.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's Degree preferred; two (2) + years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job; food safety and nutrition background desired;

Special Requirements:

First Aid and CPR/AED Certification required. As a condition of employment, the employee must successfully pass a background check and be CORI certified.

Knowledge, Abilities and Skill

Knowledge:

Working knowledge of management and administrative principles and practices (familiar with Microsoft Office, Excel and Publisher).

Town of Milford, Massachusetts Job Description

Abilities:

Ability to establish and maintain effective working relationships and patience with department staff and the public. Ability to complete multiple tasks in an organized and timely manner. Maintain a flexible, adaptable, and respectful demeanor at all times.

Skill:

Proficient oral and written communication skills (bilingual skills desirable - Spanish and Portuguese); cultural sensitivity a must. Proficient customer service skills.

Physical and Mental 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 position's essential functions.

Physical Skills:

Some physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, walking, and standing. The employee is required to lift, push, or pull objects such as office equipment, books, photocopy, and computer paper.

Motor Skills:

Position requires the employee to have basic motor skills to carry out activities such as operating a personal computer and/or most other office equipment, keyboarding and/or word processing, filing, moving objects, and sorting of papers.

Visual Skills:

Visual demands of the position require the employee to routinely read and interpret documents for general understanding. The employee is not required to distinguish colors.

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.

The Town of Milford is an EO/AA Employer

Youth Center
Youth Center Assistant Director