



Administrative Assistant for Health and Building Departments- job post

Town of Southampton
Southampton, MA 01073

Pay

- Hourly Rate: \$17.02-\$23.46, commensurate with experience.

Job type

- Part-time

Benefits

- Flexible schedule

The Administrative Assistant provides clerical, administrative, and customer service support to both the Health Department and the Building Department. This part-time position is shared between the two offices, with hours divided based on departmental needs. The ideal candidate is organized, dependable, professional, and able to handle a variety of office tasks while maintaining confidentiality and providing courteous service to the public.

Essential Duties and Responsibilities

The Administrative Assistant may perform the following duties for both departments:

General Administrative Duties

- Answer phones, respond to inquiries, and direct calls or visitors to the appropriate staff member.

- Greet members of the public in a professional and courteous manner.
- Schedule appointments, inspections, meetings, and follow-up communications as needed.
- Prepare, type, copy, scan, file, and distribute correspondence, forms, permits, reports, and other documents.
- Maintain accurate records, files, logs, and databases.
- Receive, sort, and process mail, applications, payments, permits, and departmental paperwork.
- Assist with data entry and recordkeeping using office software and municipal systems.
- Maintain confidentiality of sensitive departmental and health information.
- Provide general office support to department heads, inspectors, agents, and other staff as assigned.

Health Department Support

- Assist with processing health-related permits, licenses, applications, renewals, and records.
- Help maintain records related to inspections, complaints, public health matters, food establishments, housing, septic, tobacco, nuisance, or other health department functions.
- Assist with public notices, correspondence, meeting preparation, and departmental communications.
- Provide administrative support for public health programs, clinics, outreach efforts, or emergency preparedness activities as needed.

Building Department Support

- Assist with building permit applications, inspection scheduling, certificates, contractor information, and related records.
- Respond to general inquiries regarding permit status, inspection requests, forms, and department procedures.
- Help maintain property, zoning, code enforcement, and inspection files.
- Provide administrative support to the Building Commissioner, inspectors, and department staff.

Required Qualifications

- High school diploma or equivalent required.
- Prior office, clerical, municipal, or customer service experience preferred.

- Strong organizational skills and attention to detail.
- Ability to communicate clearly and professionally with the public, staff, contractors, property owners, and other municipal departments.
- Proficiency with basic computer programs, including email, word processing, spreadsheets, and data entry systems.
- Ability to manage multiple tasks, prioritize work, and shift between two departments as needed.
- Ability to maintain confidentiality and exercise sound judgment.
- Dependability, punctuality, and professionalism are essential.

Preferred Qualifications

- Experience working in a municipal office, health department, building department, or similar public-facing environment.
- Familiarity with permitting, inspection scheduling, public records, municipal procedures, or code-related documentation.
- Basic knowledge of building codes, health codes, or local regulatory processes preferred.
- Ability to communicate information clearly, efficiently, and professionally to residents, contractors, applicants, and other members of the public.
- Ability to understand and explain basic departmental procedures, especially questions related to permits, inspections, and septic system installation.
- Willingness to learn department-specific procedures, regulations, and software systems.
- Staff will provide assistance and training as needed.

Hours and Schedule

This is a part-time position of **16 hours per week**, divided between the Health Department and the Building Department. The specific schedule may be determined based on departmental needs and availability.

Physical and Work Environment

Work is performed primarily in an office setting. The position may require sitting for extended periods, using a computer, answering phones, filing, and interacting with the public.

Work Location: In person