



City of Newburyport
Temporary Maven Administrative Assistant
Job Description

Position Purpose:

The purpose of this position is to assist the Health Director in the day to day review of information within the Maven system for the City of Newburyport.

Supervision:

Supervision Received:

Works under the general direction of the Health Director and follows established general and special orders, rules, regulations, policies and procedures of the City and general laws of the Commonwealth of Massachusetts.

Job Environment:

Administrative and technical work is performed in a moderately noisy office with constant interruptions during the day from the general public at the counter and on the phone, and dealing with citizens' or contractors' issues and problems; Requires the operation of office computers, printer, calculator, telephone, copier, facsimile machine, and all other standard office equipment.

Makes constant and periodic contact with other municipal departments, Board of Health Members, vendors, businesses, state and regional agencies, food service establishments, hospitals, laboratories and doctors' offices, trades people and the general public; communication is frequently in person, by telephone, mail and in writing and email.

Essential Functions:

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

- Investigate the occurrence of cases, suspected cases or carriers of all reportable diseases using principles of epidemiology. Verify the existence of the disease, ascertaining the source of the disease-causing agent. Identify unreported cases through case finding, locating contacts of the cases, identifying those at risk of disease, determining necessary control measures.
- Responsible for receiving, recording, and reporting communicable diseases as required by the Massachusetts Department of Public Health (MDPH) including the utilization of the MAVEN surveillance database.
- Receives foodborne illness complaints and reports finding and carries out activities necessary for the protection of the community, working with the Health Director if the outbreak is traced to food establishments. Provides backup for other professional staff as needed, including inspectional services or office coverage.
- Must be able to work independently.
- Provide Health Director with weekly reports.

Minimum Required Qualifications:**Education, Training and Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma or equivalent.
- Past experience in a public health setting preferred but not required.
- Knowledge of the MAVEN and COLOR systems a plus.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to listen and discern issues of concern.
- Proficiency in the use of a computer and associated programs and software.
- Valid driver's license.
- Must be able to pass Criminal Offender Records Check (CORI)

Special Requirements:**Knowledge, Ability and Skill:**

- Ability to address the public's concerns with diplomacy

Errors and Omissions:

Errors in judgment or omissions could result in delays in service, loss of funds and legal ramifications.

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 essential functions.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)