



**City of Newburyport
Health Department
Temporary Maven Reporting Assistant**

Position Purpose:

The purpose of this position is to assist the Health Director in the day to day health concerns within the City of Newburyport and to offer public health assistance when needed.

This successful candidate will possess:

- High School diploma or equivalent.
- Past experience in a public health setting preferred but not required.
- Knowledge of the MAVEN 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.
- 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

Please see full job description at www.cityofnewburyport.com/jobs

To apply, please send cover letter and resume to the Director of Human Resources, Newburyport City Hall, 60 Pleasant Street, PO Box 550, Newburyport, MA 01950 or email to employment@cityofnewburyport.com

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