



City of Revere

JOB POSTING

Title: Assistant Director of Public Health
Department: Public Health
Hours: Monday – Thursday 8:15 AM – 5:00 PM, Friday, 8:15 AM – 12:15 PM
Salary: \$30.08 - \$35.00 per hour plus benefits. This is a union position. (Group 17)

DEFINITION:

Reporting to the Public Health Director, or in lieu of the Public Health Director, the Chief of Health and Human Services, the Assistant Director is responsible for assisting the operation of the Public Health Department. This position will help to manage the day-to-day workflow of the department, oversee administration of the Board of Health, and work with the Director and Board of Health on long-term goals to provide for the public's health, control of disease, promotion of sanitary living conditions, and the protection of the environment.

ESSENTIAL FUNCTIONS:

The essential 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.

- In the absence of the Director, assumes the responsibility for the day-to-day operations of the Department
- Coordinates scheduling of the department staff, including full-time staff, interns, and grant-funded positions
- Leads the management of the financial component of the department including all grants, revolving accounts, and special accounts
- Assists with the creation and maintenance of the departmental budget
- Coordinates the monthly Board of Health meetings, including compiling the agenda, scheduling presenters and public meetings, taking minutes, and helping with the flow of the in-person and remote meetings
- Attends professional meetings for networking and collaboration
- Oversees the department's vaccine program in conjunction with the Regional public health nurse and program coordinator
- Oversees the management of the Public Health website and coordinates all updates with important stakeholders
- Coordinates with other city departments for Public Health programing including rodent control, mosquito control, COVID-19 programing, health education programing, and health licensing

- Helps create, implement and manage departmental policies and procedures and ensures that staff and patrons adhere to them
- Retains accurate and current knowledge of available community resources and services
- Performs other related tasks and duties as required

SUPERVISION RECEIVED:

The incumbent works largely independently with minimal supervision. He/She/they is/are expected to seek direction from the Director of Public Health or the Chief of Health and Human Services when dealing with complex issues and/or new assignments. The incumbent is expected to be able to resolve conflicts that arise and coordinate with others as necessary.

QUALIFICATIONS:

- Two to five (2-5) years of related experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job
- At least one year of supervisory experience preferred
- Must have experience with creating and/or managing a budget
- Bachelor’s degree in public health, administration or related field preferred
- Must pass a CORI check
- Proficiency with all Microsoft word and excel software. Ability to utilize Public Health designated software and additional computer software
- Must be able to maintain confidentiality and work with discretion
- Must have a passion to work with the health population
- Revere residency required
- Must be able to attain CPR/AED certification
- Ability to speak a second language preferred

KNOWLEDGE, ABILITY, and SKILLS

Knowledge

- Knowledge of best practices in the field of public health
- Knowledge of community resources and the ability to successfully network with those services is required
- Knowledge of current and best practices and strategies for community outreach and engagement
- Knowledge of common business software such as the Microsoft Office suite of products

Abilities

- Ability to deal effectively, tactfully, firmly, and appropriately with the public
- Ability to communicate effectively both verbally and in writing

- Ability to work independently
- Ability to manage technology, both in-office and mobile devices

Skills

- Computer operation, automated data processing and software skills
- Creative thinking, listening and problem-solving skills
- Good social, interpersonal, listening, observation and communication skills

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work may occasionally involve dealing with difficult people in high pressure and/or conflict situations. Some work may also be required in the field. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org

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