



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

January 14, 2021

Job # 2021-6

## PLEASE POST ANTICIPATED OPENING

**POSITION:** VACCINE MANAGER

**HOURS OF WORK:** Schedule to be determined

**SALARY:** Salary to be negotiated

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The City of Haverhill seeks to hire immediately a person to administer and manage their public health vaccination program. The ideal candidate would oversee recruiting and training qualified persons to administer the vaccine, establishing the vaccination sites, establishing and running the scheduling software, and managing the task of handling public vaccination sites in the city. Applicant must have strong organizational abilities, and a background in public health, nursing or health management. The position is temporary but could become permanent as Public Health Director.

### **QUALIFICATIONS NEEDED:**

- Knowledge of the principles and practices of vaccine management;
- Capacity to establish a course of action to accomplish a specific project or goal; plan proper assignments of personnel and appropriate allocation of resources and to communicate expectations about tasks and deadlines;
- Familiarity with federal/state legal and regulatory practices and procedures. Critical thinking skills, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Basic principles of management, including business writing, budgeting and cost-allocation
- Demonstrated ability to supervise staff
- Aptitude in maintaining accurate records and exercise discretion in handling confidential information;
- Strong written and oral communication skills, organizational skills and background in public health, nursing and health management.
- Methods of general statistical report writing and proficiency in Microsoft Office applications including Excel, Outlook and Word.



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## **PHYSICAL REQUIREMENTS:**

May have extensive contact with the public. May have contact with persons who may be infected with contagious diseases. May work in a standard office setting in public places. Work/training may require early morning, evening, weekend or holiday hours. Extended hours may be required in event of public health emergency. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to travel to various sites within the City (which may include evenings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

## **CLOSING DATE:**

## **OPEN UNTIL FILLED**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2021-6 WHEN APPLYING ONLINE.**