



JOB POSTING – June 12, 2020

DEADLINE- June 19, 2020

Temporary Director of Operations & Logistics
Board of Health

Position Summary: The Director of Operations & Logistics is responsible for providing operational services and support to facilities throughout the City of Holyoke. These services include but are not limited to working alongside the Board of Health staff and Emergency Management team on assignments and projects during the City of Holyoke's declared public health emergency.

Essential functions: Directing the preparation of Board of Health operational plans for the ongoing COVID-19 response. Converting incident objectives into strategies, tactics, and assignments for the branches, divisions, groups, strike teams, task forces or single resources assigned to the operations section. Working in partnership with the Board of Health Director, Public Health Nurse, and Inspectors to surface and execute on operational and logistical challenges. Supervises the work of support staff and contractors necessary for implementation of Public Health Services. Prepares contract documentation for outside vendors and supervises implementation and progress of ongoing public health projects such as public sanitary facilities. Ensures operational expenditures are compliant with all governmental and non-governmental funding requirements. Serves as the operational liaison to city and community organizations seeking to implement their own operational plans such as ongoing operations of City Hall, Holyoke Public Schools, and area non-profit organizations. Oversees the Procurement and distribution of PPE and Sanitary Supplies for City Operations and assists community partners with procurement. Acts as a liaison between the Emergency Management Director and MEMA for PPE and Sanitary Supplies. Works with the City Departments to surface PPE and Sanitary supply needs for procurement through MEMA or alternative channels. Maintains operational oversight of the city's stockpile of PPE.

The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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.

Knowledge, skills, and abilities preferred: 3-5 years of experience in a similar or related position with a strong understanding in municipal government; high level of comfort and familiarity with Microsoft Office, MUNIS, comfortable with communicating with internal departments and external organizations.

Education, certifications, experience: High school diploma or GED required, college degree preferred. 3-5 years of Emergency management, PPE, and/or operations management or equivalent experience. Public administration including program coordination, planning and/or program analysis. Any equivalent combination of education and experience will be considered.

Supervision: Reports to Director of Board of Health

Job Environment: Majority of work is performed under typical office conditions. Has frequent contact with city department heads, employees, and the public. Errors could result in delays or loss of service, monetary loss, and legal ramifications.

Physical Requirements: The physical demands of this position are similar to any typical office environment, which involves sitting for long periods of time and using office equipment including a computer and telephone. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is occasionally required to walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Fair Labor Standards Act (FLSA) status: Exempt

Employment status & Hours: Temporary Full-time employment, generally 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m. Schedule varies depending on city needs due to the public health emergency.

Pay rate: \$2,380-\$3,400/bi-weekly. Pay is contingent upon continuous state funding.

Employee Benefits: City of Holyoke: Health, Dental, Life Insurance.

Please send a letter of interest and resume by email only to:

personnel@holyoke.org

Consideration will be given to applicants that apply within the first 7 days.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.