



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

COVID-19 Response Coordinator with the Administrative Services

POSITION LOCATION:

The COVID-19 Response Coordinator position is based in Saint Paul Island, Alaska or may be telecommuting position

POSITION CLASSIFICATION AND HOURS:

Temporary Appointment, Full-Time; Hours may vary.

JOB SUMMARY:

The COVID-19 Response Coordinator position is a non-clinical coordinator position responsible for providing support services to the City in response to the COVID-19 pandemic as directed by the City Clerk and/or City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the implementation of City of Saint Paul emergency ordinances regarding COVID-19 protective measures for the community of Saint Paul Island.
2. Assist with reviewing and approving City of Saint Paul COVID-19 Travel Forms.
3. Assist with coordinating and arranging quarantine housing and cleaning of the housing units.
4. Assist with coordinating and arranging quarantine buses.
5. Assist with reviewing and approving COVID-19 Community/Workforce Protection Plans.
6. Coordinates and arranges meetings of the Saint Paul Island Unified Command.
7. Maintains records of Saint Paul Island Unified Command meetings and activities.
8. Orders COVID supplies and maintain inventory of the supplies.
9. Assists with contact tracing.
10. Assist with the coordination of City infection control protocol, including cleaning protocols.
11. Maintain records related to planning, response and recovery from the COVID-19 pandemic, including but not limited to: travel forms, housing log, quarantine log, contact tracing, vaccination rates, COVID testing numbers, etc.
12. Assist City website developer with maintaining the City's COVID-19 response page: <https://covid19.stpaulak.com>.
13. When delegated by City Clerk and/or City Manager, serves as point-of-contact for questions and information for City regarding community and City COVID-19 protective measures and safety protocols.
14. Other duties and responsibilities as may be assigned by the City Clerk and/or City Manager and/or described in an approved job description.

REQUIRED QUALIFICATIONS:

1. Must have a high school diploma or GED.
2. Must be at least twenty-one (21) years of age.
3. Ability to adapt to varying work sites and tasks.
4. Ability to perform simple mathematical calculations.
5. Ability to maintain a high degree of confidentiality of information.
6. Ability to prioritize and organize effectively



7. Ability to communicate with City employees, community members and external constituencies in a clear and professional manner.
8. Understanding of personal protective equipment (PPE), standard safety precautions
9. Ability to use Microsoft software applications (i.e. Outlook, Word, Excel, PowerPoint) and willing to learn other data management systems.
10. Strong interpersonal skills and the ability to work independently.
11. Knowledge of HR policy, HIPAA and FERPA
12. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
13. Must possess excellent communication skills, both written and verbal.
14. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug test.
15. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
16. Possess FEMA ICS 100, 200, 700, 800 certificates.
17. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

PREFERRED QUALIFICATIONS:

1. Two (2) Year Associates Degree.

WAGE AND BENEFITS:

This is a wage-based position beginning at \$30.83 to \$46.25 per hour, depending on education, experience, and skills. This is a temporary position and does not include benefits.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at mbaker@stpaulak.com or at www.stpaulak.com.

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