



## City of Annapolis

Office of Human Resources

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[www.annapolis.gov](http://www.annapolis.gov)

### Position Vacancy Announcement

### External and Internal Applicants

Position	COVID-19 Compliance Team Member – Part Time	Opening date	August 21, 2020
Department	Department of Emergency Management Services	Closing date	Open until filled
Salary range	Flat rate: \$15 per hour		

### JOB SUMMARY

This part-time position will be part of a team that is trained to provide educational and logistical support to the City of Annapolis COVID-19 compliance and mitigation efforts. After an extensive training process, employees in this assignment will be dispatched on an on-call basis to City of Annapolis buildings or other sites within the City limits to support mitigation efforts in cooperation with the Anne Arundel County Health Department and County Executive, the Mayor of the City of Annapolis as well as the Governor's Road to Recovery Plan.

### ESSENTIAL JOB FUNCTIONS

- Performs temperature taking, COVID-19 symptom and exposure questionnaire completion for visitors and employees entering City property/buildings
- Provides management oversight of the Annapolis Pop Up COVID-19 Testing sites
- Assists with crowd control as well as physical distancing education and support in Recovery Zones, during emergency food giveaways, special events and other City sponsored activities requiring auxiliary staff
- Interacts with community, visitors and employees to ensure dissemination of effective behaviors for COVID-19 mitigation in accordance with training guidelines
- Responds quickly while performing job duties to ensure immediate compliance and to reduce potential exposures, strain on resources or disruption of City essential services
- Roles and responsibilities support mitigation efforts to flatten the curve
- Provides timely feedback and shares communications with supervisor to improve communication, coordination and cooperation of program's objectives
- Monitors COVID-19 Compliance in high risk communities and areas with vulnerable populations

## **QUALIFICATIONS**

### **Education and Experience**

Graduation from high school, or an equivalency program, and some customer service experience in order to provide the knowledge, skills and abilities required for the position.

### **Special Qualifications:**

Possession of a valid Driver's License.

### **Knowledge, Skills and Abilities:**

- Ability to operate city vehicles to deliver or transport supplies, materials, mail, or people.
- Ability to establish and maintain effective working relationships with employees, civic and community groups, government officials and the public;
- Ability to communicate effectively, orally and in writing and ability to create publications and other communication tools;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems; and
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes.

## **PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Dexterity ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Grasping ability: sufficient to apply pressure to an object with the fingers and palm.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe City activities taking place, to read and write reports, correspondence, etc.

- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.

### **APPLICATION PROCESS**

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. Applications must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, sexual identity or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.