

# ACCEPTING RESUMES

<b>Position:</b>	<p align="center"><b>Administrator</b> OhioMeansJobs Post #251348140</p>
<b>Job Description:</b>	<p align="center"><b>The Ashtabula County Health Department is Hiring a Administrator</b></p> <p>Under administrative direction of the Health Board and Commissioner, directs the organizations financial policies, planning, reporting and controls. Oversees all financial functions including accounting, payroll, budget, risk and taxes. Responsible for assessing the financial performance of the company as well as perform budget planning and forecasting. Assures the appropriate preparation of fiscal, travel, and contract information to be disseminated to the Board of Health.</p> <p>Responsible for agency's grant administration, contracts, procurement, and operations/site management. Communication: Assures that the channels of communication are effective and efficient between the Boards, division heads, staff, and contracted entities, to ensure continuity of operations on a daily basis. Performs the minutes for Board of Health meetings.</p> <p align="center">Monday-Friday, full time \$26.00-\$32.00</p>
<b>Desired Skills:</b>	<ul style="list-style-type: none"> <li>• Performs other duties as assigned by Health Commissioner</li> <li>• Reports for duty following the activation of a public health emergency response plan</li> <li>• Prepares department budget for Board approval; monitors expenditures to ensure fiscal responsibility; prepares and complies financial reports; prepares grant requests.</li> <li>• Recommends to the Board of Health changes required to comply with statute</li> <li>• Member of the leadership team that evaluates performance and administers discipline; receives and adjusts grievances; conducts staff meetings and orientation programs for staff; ensures proper compliance with DFWP policy, ethics, diversity &amp; inclusion and other regulations</li> <li>• Reports disciplinary findings to Health Board concerning the firing of employees</li> <li>• Oversees new hire onboarding; and ensures all employment and legal requirements are met</li> <li>• Meets all requirements for reporting and monitoring workplace injuries, accidents and other incidents; and refers employees to appropriate contacts</li> <li>• BSc/BA in accounting, finance or relevant field; MPA is a plus.</li> <li>• An example of an acceptable qualification for this position is: completion of master's degree in public administration and training and/or experiences which evidences proven experience as director of finance or similar role</li> <li>• Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed in the Job Responsibilities listed above</li> <li>• Possess a valid State of Ohio motor vehicle operator's license</li> <li>• In-depth knowledge of finance and accounting principles, laws and best practices</li> <li>• Proficient in the use of MS 365, government programs, and financial software</li> <li>• An analytical mind with a strategic ability</li> <li>• Excellent organizational and leadership skills</li> </ul>
<b>How to apply:</b>	<p align="center">Interested applicants may submit resumes to:</p> <p align="center">Jennifer Cleveland Ashtabula County Health Department 12 West Jefferson Street Jefferson, Ohio 44047 Fax-(440)-576-5527 <a href="mailto:jcleveland@ashtabulacountyhealth.com">jcleveland@ashtabulacountyhealth.com</a></p>
<p><b>OPEN DATE</b> <b>12/20/2022</b></p> <p><b>CLOSE DATE</b> <b>1/19/2023</b></p>	<p align="center">If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p align="center"><a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a></p>

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