

# ACCEPTING RESUMES

<b>Position:</b>	<p><b>Assistant to the Administrator</b> OhioMeansJobs Post #251348359</p>
<b>Job Description:</b>	<p><b>The Ashtabula County Health Department is Hiring an Assistant to the Administrator</b></p> <p>Under direction of the Administrator, provides a variety of clerical, administrative and technical support services such as answering phones, basic bookkeeping, recordkeeping, A/R &amp; A/P, records retention, establishing and maintaining data files. Assists with payroll and provides information and services to internal and external customers. Assists with budget and provides general supervision to Vital Statistics and Environmental Services clerical staff. Also supports Administrator with agency's grant administration, contracts, procurement, and operations/site management.</p> <p>Communication: Assure that the channels of communication are effective and efficient by and between the staff, contracted entities, general public and volunteers in order to coordinate services, meeting client and/or program comment/needs/regulations, etc.</p> <p>Monday-Friday, full time</p>
<b>Desired Skills:</b>	<ul style="list-style-type: none"> <li>• Supports the mission and vision of Agency, and the sphere of public health.</li> <li>• Keeps Administrator and staff informed of organizational activities, progress and problems.</li> <li>• Responsible for ACHD meetings and events preparation and materials.</li> <li>• Performs back-up duties for Administrator.</li> <li>• Aligns administrative and finance efforts with Accreditation or Reaccreditation requirements</li> </ul> <p>Assure scheduling and convening of all staff meetings, management meetings, management conferences, and applicable committees</p> <ul style="list-style-type: none"> <li>• Assure that written Agency communication tools are updated, copies available and routinely dispersed per protocols.</li> <li>• Follow up on problems and issues brought to the Administrator's attention.</li> <li>• Maintain, inventory, order, collect and distribute supplies and/or equipment.</li> <li>• May modify and update desk procedures that relate to assigned work.</li> <li>• Assists Administrator in managing department time and cost reporting system.</li> <li>• Assists Administrator with financial functions including accounting, payroll, budget, and audits.</li> <li>• Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 6 months of hire).</li> <li>• Reports for duty following the activation of a public health emergency response plan.</li> <li>• Liaison for county and ACHD employees re: benefits (such as CEBCO, FMLA, PERS, etc.).</li> <li>• Attends monthly Board of Health meetings when requested by Health Commissioner and assists in completion of miscellaneous projects.</li> <li>• Provides general supervision of assigned clerical staff; assists with new employee training; enforces personnel policies when instructed, recommends policy changes; gathers, collates, and prepares information and data.</li> </ul> <p>Completion of associates degree in business or public administration; coursework in fiscal, secretarial, and office practices, and three years general office work; up to two years of supervisory/managerial experience, or equivalent combination of education, training, and/or experience. Ability to obtain notary public registration. Capable of working with MS 365, government programs, and financial software.</p>
<b>How to apply:</b>	<p>Interested applicants may submit resumes to:</p> <p>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>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.</p> <p>Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p><a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a></p>

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