



Public Health
Prevent. Promote. Protect.
Greene County

Greene County Public Health

Melissa Howell, MS, MBA, MPH, RN, RS, Health Commissioner
Kevin L. Sharrett, MD, Medical Director

ADMINISTRATIVE PROFESSIONAL

Department: Community Health Services

Type: Full time (35 hours/week), hourly, non- exempt

Date Posted: Friday, December 11, 2020

Rate: \$16.05 - \$27.64/hour

Application Deadline: Monday, December 28, 2020

Probationary Period: 180 days

Job Duties:

Successful candidate will provide high-level administrative support including but not limited to research, statistical reports, information requests, and the performance of clerical functions including preparing agendas, correspondence, and purchase requisitions. Will receive visitors, arrange conference calls, and schedule meetings as needed. All health district team members have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Greene County Public Health Emergency Response Plan.

Minimum Qualifications:

High school graduate or General Education Degree (GED) and 12 month's experience providing administrative support and valid driver's license required. Basic clerical skills, knowledge of Microsoft Office 365 including Outlook, Word, Excel, and PowerPoint required.

Associate degree in Business Information Systems preferred and may be considered in lieu of experience. Managed database platforms including Health District Information System (HDIS), Ohio Disease Reporting System (ODRS); accounting platform Visual Intelligence Pro (VIP); SharePoint and Microsoft Teams training provided upon hire.

Work Schedule:

Monday through Friday 8:00 a.m. – 4:00 p.m., with one-hour unpaid lunch.

Benefits:

Greene County Public Health offers vacation, holidays, personal leave, sick leave, tuition reimbursement, EyeMed vision, United HealthCare dental, life and medical, Ohio Public Employees Retirement System

360 Wilson Drive • Xenia, Ohio 45385
(937) 374-5600 • toll free (866) 858-3588 • Fax (937) 374-5675
www.gcph.info



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(OPERS), County Commissioners Association of Ohio Deferred Compensation and Ohio Deferred Compensation.

Contact Information:

For general questions regarding the position, please contact:

Susan Martin, Executive Assistant

(937) 374-5631

smartin@gcph.info

To be considered for this position, please submit application, or resume and cover letter by 4 p.m., Monday, December 28, 2020, to:

- Health Commissioner
- Greene County Public Health
- 360 Wilson Drive
- Xenia, Ohio 45385
- smartin@gcph.info
- (937) 374-5699 fax

Additional Information:

Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check.