

Job Title	Administrative Professional I Support Staff	City	Shelby City
Division	Health	Hourly pay range	\$ 13.00 – 23.00
Supervisor	DOEH and or DON	Position Type	Non-Exempt Full-time / Grant position / 21 months

Position Summary:

Working under the direction of the Director of Environmental Health and or Director of Nursing, the incumbent promotes and supports population health by providing a variety of clerical, administrative and technical support services such as providing specialized, technical, program, or department specific information to internal and external customers; answering phones; scheduling appointments; interviewing internal and external customers to establish services needed; establishing and maintaining data files; drafting and editing documents such as correspondence and contracts; and maintaining office accounts to include purchasing, payables, receipts, inventory, and budgeting

Supports SCHD strategic planning initiatives and the implementation of policies, practices and procedures that support the organizational goals identified in the internal strategic plan; work in collaboration with the Mayor, Health Commissioner and the sanitarians; and participate in SCHD performance management and use SCHD performance management system and software.

Basic Qualifications

- High School Diploma/GED
- Ability to comply with state and agency policies and procedures;
- Ability to follow verbal and written instruction;
- Ability to establish and maintain cooperative working relationship with employees, officials, other agencies and the public;
- Ability to use and adapt to various computer software;
- Demonstrate ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;

Preferred Qualifications

- Working knowledge of accounting principles.

Hours M-F, 8-4

Send Resume to bethconrad@shelbycity.oh.gov by October 22, 2021.