

**An Equal Opportunity Employer and Provider Serving the City of Shelby, Ohio**

<b>Job Title</b>	Administrative Professional I /SCHD Support Staffing	<b>County</b>	Richland
<b>Division</b>	Environmental Health	<b>Hourly Pay Range</b>	\$20.00-\$25.00
<b>Supervisor</b>	Director of Environmental Health	<b>Position Type</b>	Non-Exempt Full-time
<b>Position Summary:</b>			
<p>Working under the direction of the Director of Environmental Health, 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.</p>			
<b>Essential Duties:</b>			
1	Perform duties related to maintaining records (both paper and electronic), handling money, issuing receipts, entering data into the computer.		
2	Greets public, answer telephone, take messages. Must demonstrate ability to communicate politely and effectively to a broad spectrum of individuals of all age groups from a variety of socioeconomic and educational backgrounds.		
3	Provide specialized and/or technical department and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person.		
4	Schedule appointments for the Department meetings, as well as take minutes for the meetings.		
5	Bookkeeping functions: prepares purchase orders, pay-ins, ledgers, and data sheets.		
6	Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.		
7	Shares responsibility for proper operation of office machines and maintenance calls.		
8	Duplicates, collates, scans, faxes, assembles and files materials as requested.		
9	Sorts, date stamps and distributes mail.		
10	Compiles office data and prepares monthly reports, annual reports, and accreditation documentation.		
11	Prepares and issues invoices, maintains invoice files as procedure.		
12	Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.		
13	Uses appropriate computer programs for preparing documents, writing letters, issuing permits, and other similar work.		
14	Participates in drills, training and other activities as needed for emergency response and bioterrorism events.		
15	Performs other duties as assigned.		
<b>Other Duties &amp; Responsibilities:</b>			
<p>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.</p>			
<b>Basic Qualifications</b>			<b>Preferred Qualifications</b>
<ul style="list-style-type: none"> <li>• High School Diploma/GED</li> <li>• Ability to comply with state and agency policies and procedures;</li> <li>• Ability to follow verbal and written instruction;</li> <li>• Ability to establish and maintain cooperative working relationship with employees, officials, other agencies and the public;</li> <li>• Ability to use and adapt to various computer software;</li> <li>• Demonstrate ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;</li> </ul>			<ul style="list-style-type: none"> <li>• Working knowledge of accounting principles.</li> </ul>

**Organizational Key Competencies:**

All Shelby City Health Department (SCHD) employees are expected to ensure that Shelby City residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all SCHD employees are expected to meet specified competencies in the following areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of SCHD programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Equity & Fairness:** Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support QI.
- **Occupational Health & Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

**Knowledge & Software Competencies:**

Knowledge of the following are integral to the daily responsibilities of this position:

<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Groupwise/MS Outlook	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Website/social media	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> SPSS, SAS, or other statistical software	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> VMSG – Perform. Mgmt.	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3		

*1= Beginner 2=Intermediate 3=Advanced/Expert*

- This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature above signifies that I have reviewed and understand the contents of my position description.

Date Revised: 9/8/2023

Date Approved: 9/15/2023