

OFFICE MANAGER

Full-Time Position | 70 Hours per Pay Period
Pay Range: \$21.00–\$23.00 per Hour

The Ashland County Health Department is seeking a dependable, highly organized, and detail-oriented Office Manager to serve as the Executive Assistant to the Health Commissioner and provide backup support to the Director of Operations.

This position provides administrative, financial, Board of Health, and office support while maintaining confidentiality, professionalism, accuracy, and excellent customer service.

ESSENTIAL RESPONSIBILITIES

- Serve as Executive Assistant to the Health Commissioner, providing support with scheduling, correspondence, reports, meetings, presentations, and special projects.
- Provide backup support to the Director of Operations to ensure continuity of administrative and operational functions.
- Coordinate Board of Health meetings, including agendas, meeting materials, minutes, records, and meeting logistics.
- Attend Board of Health meetings as required. Work hours may be flexible and adjusted to accommodate Board meetings and other departmental needs.
- Maintain official Board of Health and departmental records in accordance with public records and retention requirements.
- Assist with financial functions, including accounts payable, invoices, purchase orders, deposits, budget tracking, reconciliations, and audit preparation.
- Assist with purchasing, vendors, supplies, equipment, and general office needs.
- Prepare correspondence, reports, spreadsheets, presentations, and other official departmental documents.
- Assist with personnel administrative functions and maintain confidential records.
- Support department meetings, community events, emergency preparedness activities, and special projects.
- Identify opportunities to improve office organization, efficiency, communication, and customer service.
- Perform other duties as assigned.

QUALIFICATIONS

- High school diploma or GED, supplemented by coursework in business administration, office management, accounting, public administration, healthcare administration, or a related field; and
- Three (3) years of progressively responsible administrative, executive support, financial, or office coordination experience; **or**



- An equivalent combination of education, training, and experience.

Preferred: Experience providing executive administrative support or working in a governmental, healthcare, public-service, or financial environment.

REQUIRED

- Valid Ohio driver's license.
- Reliable transportation.
- Strong organizational, communication, financial, and computer skills.
- Ability to maintain confidentiality and exercise sound judgment and discretion.
- Ability to manage multiple priorities and meet deadlines.
- Professional demeanor and excellent customer service skills.

BENEFITS

- Health Insurance
- Ohio Public Employees Retirement System (OPERS/PERS)
- Paid Holidays
- Vacation Time
- Sick Leave
- Personal Time
- Optional Dental Insurance
- Optional Deferred Compensation Retirement Plan

TECHNOLOGY

Proficiency with Microsoft Office, including Word, Excel, Outlook, Teams, and PowerPoint. Experience with financial management, electronic records, document management, and scheduling systems is preferred.

WORK SCHEDULE

This is a full-time position of 70 hours per pay period. Regular work hours will generally follow the department's normal operating schedule; however, flexibility is required to attend Board of Health meetings and accommodate other departmental needs.

WORK ENVIRONMENT

This is primarily a sedentary/light office position involving extended computer use, frequent interaction with staff, and the ability to manage multiple priorities and deadlines. Occasional lifting, carrying, pushing, or pulling of items up to 25 pounds may be required.

HOW TO APPLY

Please email your resume to Jenny Helbert at jhelbert@health-ashlandcounty-oh.gov.

The Ashland County Health Department is an Equal Opportunity Employer.



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