

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION
POSITION AVAILABLE

Position: Administrative Assistant

Position to be filled: October 10, 2022

Starting Salary: \$35,170 Annually

Reports to: Administrative Services Supervisor

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Flexible Work Arrangements: Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

Vaccine Policy: Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

Minimum Requirements:

- High School Diploma or equivalent.
- Minimum of two years of related experience.
- Ability to efficiently multi-task on a daily basis.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Good customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills.
- Possesses cultural sensitivity and competence.
- Good organizational and filing skills.

Responsibilities:

- Responds to phone and electronic inquiries from the public, routes calls to the appropriate parties, greets customers via face-to-face. Provides high quality service to customers and clients.
- Serves as a point of contact for service area regarding administrative issues and concerns.
- Manages administrative projects associated with service area or program. Assists with the planning and execution of projects.
- Reviews and recommends process improvements and may assist in implementing process changes.
- Administers the contract management process with agency vendors and contractors.
- Facilitates the distribution, completion, return, and processing of required documents for the execution and termination of contracts.
- Prepares contract checklist for Board and may assist with preparation of documents related to the receipt of grant awards and contract execution.
- Performs financial transactions with customers including cash, purchase order, and electronic transactions. Balances receipts and cash drawers in accordance with CCBH fiscal guidelines.
- Tracks general revenue and other budgets.
- Uses appropriate filing systems and database(s) to create and/or maintain physical and electronic records. Organizes and purges records per the local record retention rules.
- Develops and extracts basic reports from databases and provides to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations
- Implements inventory control methods to preserve proper levels of equipment and supplies. Initiates order placement and purchase request activities to replenish inventories.
- Participates on agency committees and attends regular meetings.
- May assume administrative duties in the absence of the Administrative Services Supervisor.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- Participates as requested or needed in the event of any public health emergency.

Please complete the online application on our website, www.ccbh.net/jobs

Please upload your resume and cover letter with your application.

Deadline to Apply: September 9, 2022

Bilingual Applicants Welcome

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

AGENCY IS AN EQUAL PROVIDER OF SERVICES AND AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER CIVIL RIGHTS ACT 1964

THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.