



Position: Office Administrator

Assignment Location: 635 N. Erie St. Toledo, OH

Minimum Qualifications:

- High school degree or GED.
- Proficient in MS Office (MS Excel, MS Word, and MS Power point)
- 5 years' experience providing administrative support
- Ability to compose written materials, with excellent grammar and spelling.
- Ability to keep detailed and accurate records.
- Must be able to problem solve.
- Must have and maintain throughout employment a valid driver's license, reliable transportation, and be insurable under the Lucas County Commissioners Risk Management.

Responsibilities:

1. Assists with arranging meetings, preparing agendas, and completing meeting minutes for the the programmatic and Office of the Health Commissioner. This includes, but is not limited to: making arrangements for the Board of Health (BOH) and other BOH meetings and transcribing and distributing BOH meeting minutes as required.
2. Assists the Office of the Health Commissioner by receiving visitors, answering inquires and assisting the public.
3. Performs general administrative tasks including, but not limited to: composing correspondence; providing requested agency materials or explanations of available services; preparing typed copy from rough drafts, oral instructions, and/or dictation such as letters, reports, memoranda, and meeting minutes; reviewing submitted paperwork and other documents for errors and ensuring corrections are made; and preparing information packets, and other reports as requested.
4. Compiles, maintains, organizes, and verifies administrative files and records.
5. Provides assistance in collecting and compiling data for the creation, development, and preparation of a variety of source documents including flyers and PowerPoint presentations.
6. Acts as a superuser for programs, including but not limited to, pulling reports from systems as needed.
7. Assists with completing purchases from various vendors.
8. Assists staff with logistics for events. Schedules meeting rooms for staff as needed.
9. Assists with booking final staff arrangements within the programmatic area.
10. Submits and reconciles expense reports.
11. Utilizes and reconciles P Cards and travel cards as needed.
12. Performs tasks of a confidential nature.
13. Works with others to help improve internal processes as needed.
14. Answers phones, emails, and other communications from internal and external stakeholders.
15. Checks BOH emails consistently and ensures that emails and/or messages are transferred to the appropriate program in a timely manner.
16. Assists and works with other clerical staff as needed. This includes, but is not limited to, completing mail runs, sorting and distributing mail, and covering other clerical areas as needed.
17. Adheres to PHAB core competencies including, but not limited to: T1: 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 2.2.5, 2.4.5, 3.2.1, 3.2.2, 3.3.3, 3.3.5, and 4.1.4.

18. Participates in quality improvement efforts and achieving PHAB accreditation requirements. This position will be responsible for using quality improvement (QI) processes and/or techniques to improve the effectiveness of the assigned public health program.
19. Attends and participates in conferences, seminars, trainings, or related education classes as assigned.

ADA Specifications:

This position is classified as Office -1 setting and performs a wide range of functions for the Toledo-Lucas County Health Department. Further information may be obtained from Human Resources.

Disclaimer:

The essential duties and responsibilities defined within this position description are not an all-inclusive list, but a general summary of purpose and primary function of the position. An individual employed in this position may be asked or assigned to perform a wide-range of related tasks, within the scope of the position, department/division, union affiliation, etc. as deemed appropriate by management.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Mail: Toledo-Lucas County Health Department
Attn: Human Resources
635 N. Erie Street
Toledo, Ohio 43604

The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.