



**POSITION AVAILABLE**

**Position:** Secretary to Office Director

**Department:** Environmental Health

**Office:** Environmental Health

**Posting Date:** October 15, 2020

**Hours:** Full Time M-F 8:00 am - 4:30 pm

**Starting Salary:** B25/1: \$25.44/Hr - \$52,915.20/Annual

*\*\*\* salary commensurate with experience \*\*\**

**Minimum Qualifications:**

- A High School diploma with coursework in office procedures
- Five years progressively responsible secretarial experience
- Experience utilizing PC and advance function database/word processing systems

**Responsibilities include but not limited to:**

- Performs a variety of administrative tasks in support of the Director, Office Environmental Health.
- Assists Director with project management duties such as gathering data, monitoring timelines, following up with appropriate staff and keeping Director informed of progress and current issues
- Arranges for the collection and submission of related data for the Office of Environmental Health and responsible for organizing the flow of processes related to the Office
- Communicates activities and/or assignments to appropriate staff and assists with implementation of Office Director's instructions
- Prepares and compiles financial and statistical reports relating to program activities
- Assists with various reports and collection of data, proofreads documents for accuracy and completeness
- Performs support functions using automated office systems to perform task which include composing and typing letters, memos, contracts, sorting and distributing mail, answering and referring phone calls, screening visitors and mail; copying, and maintaining office supplies
- Organizes and coordinates preparation for meetings, support and follow-up details for meetings and handles setting up and coordination of meeting logistics
- Assist with special projects
- Serves as a liaison to the Office Director
- Maintains confidentiality
- May provide back-up support or assistance to other staff as needed.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

**PHDMC provides a quality, affordable and competitive healthcare benefits package, including the following:**

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457 plan)

**How to apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)

- Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County     [humanresources@phdmc.org](mailto:humanresources@phdmc.org)  
117 South Main Street, 2<sup>nd</sup> Floor                     Fax (937) 496-3070  
Dayton, Ohio 45422

**Closing Date to Apply:** November 6, 2020 or until position is filled

**Position is subject to a criminal background check**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH – Dayton & Montgomery County (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**