



POSITION AVAILABLE

Position: Vital Statistics Supervisor

Department: Vital Statistics

Office: Administration

Posting Date: December 29, 2021

Hours: Full-time, M - F 8 am - 4:30 pm

(Flexible Work Schedule may include evening hours)

Starting Salary: B32/ \$25.44 - \$35.59/Hour

\$52,915.20 - \$74,027.20/Annual

*** salary commensurate with experience*

Minimum Qualifications:

- Associate Degree in a related field with one year of progressively responsible related work experience including computer applications/software or High School diploma with three years of progressively responsible related work experience including computer applications/software
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/ hours

Preferred Qualifications:

- Three to Five years previous experience in a supervisor capacity
- Experience with customer service and employee engagement; Proven ability to navigate change within a team.
- Flexible work schedule; Strong analytical abilities, Strong facilitation, and problem-solving skills.

Responsibilities include but not limited to:

- Supervises daily activities of support staff; Assesses and assigns work; Determines work priorities; Resolves problems regarding operating procedures and methods.
- Establishes and implements office procedures; Provides technical assistance; Ensure staff compliance with federal, state, and local policies and procedures as required by program
- Responsible for cash reconciliation
- Demonstration of planning, managing.
- Maintain Employee relations. Provide training to employees as needed on procedures and processes. Monitors employee performance; Performs performance evaluations; Implements corrective action when necessary.
- Prepares and compiles financial and statistical reports relating to program activities; Reviews records and documents for accuracy, clarifies discrepancies; Monitors timely submission of data and performs quality reviews to ensure accuracy; Ensures compliance with local & state requirements and maintains up to date information on laws, regulations and rules relating to programs (s); Performs the following duties depending upon the needs of the workgroup.
- Processes purchase requisitions, initiates purchase orders, coordinates with vendors and sales representatives to obtain services and products; assists or prepares grant application, monitors program expenditures, and modifies program budget as necessary; Serves as Deputy Registrar for the Office of Vital Statistics

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)

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings.

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

Public Health – Dayton & Montgomery County

117 South Main Street, 2nd Floor

Dayton, Ohio 45422

Fax (937) 496-3070

humanresources@phdmc.org

The closing Date to Apply: January 13, 2022

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").