



**POSITION AVAILABLE**

**Position:** Vital Statistics Manager  
**Department:** Vital Statistics  
**Office:** Administration

**Posting Date:** November 4, 2022  
**Hours:** Full-time, M-F (8:00 a.m. – 4:30 p.m.)  
(May include evenings and/or weekends)  
**Salary Range:** C43/1: \$29.51 - \$34.33/Hour  
\$61,380.80 - \$71,406.40/Annual  
*\*\* Salary commensurate with experience*

**Position Summary:**

Under the direction of the Administrative Services Senior Manager, the Vital Statistics Manager is responsible for managing the Vital Records staff, planning, organizing, and directing activities of the Montgomery County’s Vital Records Program; oversees research, collection, maintenance, and preservation of vital records. Monitors compliance with state laws and administrative codes.

**Minimum Qualifications:**

- Bachelor’s degree in Public Health, Human Services, Business Administration, Public Administration, or related field with four (4) years’ supervisory experience in an office setting.
- Knowledge of business practices, basic accounting principles, computer application with proficiency using multiple software (e.g., Microsoft Office products).
- Two (2) years’ experience in statistical data collections and performance management metrics.
- Results focused, problem solving, organizational, and exemplary customer service skills, dedication to quality work.
- Strong interpersonal communication (oral and written) skills).
- Strong collaboration skills and history of building internal/external partnerships.
- Understands and acknowledges that Public Health - Dayton & Montgomery County uses evidence-based and evidence-informed public health practices based on scientific research including health promotion theory and practice, environmental health measures, and communicable disease control measures including vaccination, isolation, and quarantine practices, and medicine for treatment and prevention of disease, among others.
- Understands and acknowledges the use of tobacco or nicotine products in any form including replacement therapy products and prescription medications used to treat smoking addiction for any anyone hired after January 1, 2014, is prohibited.
- Required to play an active role during the 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.
- Completion of Incident Command System (ICS) 100 and National Incident Management System (NIMS) 700 courses within 90 days of hire.
- Valid State of Ohio driver’s license and insurance on any personal vehicle that will be used for work.

**Preferred Qualifications:**

- Two (2) years of administrative experience in paper and electronic records management.
- Ohio Notary Public License.

**Responsibilities include but not limited to:**

- Supervises direct reports by assigning tasks, identifying problems and resolutions, and providing leadership through training, coaching, discipline, accountability, evaluating performance and serving as a liaison between staff and Senior Manager. Approves timecards and time off requests for direct reports.
- Manages daily operations of department. Oversee the registration and issuance of vital records functions (birth certificates, death certificates, permits, and database management), reconciling cash drawers and accounts, preparing state reports, and working with community and other external partners (Ohio Department of Health, funeral homes, hospitals, coroner’s office, and physicians); Participates in monthly Ohio Department of Health and Ohio Public Health Association calls.
- Adheres to and monitors compliance protocol with federal, state, and local regulations; responsible for implementing rules, administrative code, and policies. Develops and maintains office policies, procedures, and performance metrics (e.g., Outlines procedures for retrieving, protecting, transferring, retaining, and disposing of records).
- Prepares dashboards and maintain quality service while resolving problems or complaints with operations and business partners.
- Records management, researching public health data, collecting, and analyzing data, and preparing statistical reports.
- Manages financial activities for the department/program; responsible for assisting in the development of department and/or program budgets, approving spending such as travel, lodging, mileage, supplies, equipment purchases, and monitoring revenue (when applicable). Manages and requests allocation of resources to meet goals.
- Reviews evidence submitted for amendments and corrections to official birth/death records; contact and problem resolution with physicians, hospitals, coroners, nurses, etc. to verify accuracy; requests additional information as necessary; processes information for inclusion in files.
- Audits records to ensure clarity, accuracy, and completeness prior to sending to records management for scanning; notifies Health Commissioner of reportable causes.
- Researches and resolves notifiable disease and birth/death certificate questions with the State Registrar’s Office, state and local county departments, hospitals, and funeral homes.
- Supports agency and office goals, mission, vision, values, and objectives; works on special projects as assigned; participates on interview panels and applicant selection process; participates in training; serve on various committees; represents the agency in the event of an emergency.

**PHDMC provides a quality, affordable and competitive package to full time employees, including the following:**

- 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](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, Dayton, Ohio 45422 Fax: (937) 496-3070

**Closing Date to Apply:** November 18, 2022, or position will remain open until 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. Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices 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").