



CITY OF KENT JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE HEALTH COMMISSIONER

Department: Health Department
Non-Exempt, Unclassified

Reports to: Health Commissioner
Updated: August 2024

SUMMARY

The Administrative Assistant to the Health Commissioner performs clerical duties and tasks involving some independent judgment and displaying excellent oral and written communication under the immediate supervision of the Health Commissioner. The successful candidate must be able to act in a fiduciary capacity, while exercising initiative and following standard departmental procedures. Provides administrative support to Health Commissioner and department staff. Works with confidential or sensitive matters; assists in budget preparation and maintenance; and serves as the County Registrar for Vital Statistics.

TYPICAL TASK (Illustrative only)

The Administrative Assistant to the Health Commissioner handles incoming telephone calls, interacts with citizens and staff, prepares and edits various communications, creates reports, maintains records and internal financial data for the Department. The Administrative Assistant to the Health Commissioner serves as County Registrar of Vital Records (burial permits, birth certificates, and death records). Assists with the creation and maintenance of the annual budget and works with grant financials. Prepares purchase orders and documents for billing payment/receipt. They coordinate the purchase of supplies and materials within the Department. The Administrative Assistant ensures that incoming and outgoing mail is properly and promptly handle and routed accordingly. The Administrative Assistant to the Health Commissioner performs Notary Public duties and must be able to obtain a Notary Public Commission. They meet and assist with other City staff and various members of the public on a regular basis. Assists in carrying out departmental special projects. Maintains office work flow, projects, and calendars while ensuring daily office and equipment operational requirements are met. Greets public, provides information and/or directs to appropriate resources. The Administrative Assistant assists in the development of office operations and procedures while resolving administrative issues. The Administrative Assistant may be required to attend various meetings including the Board of Health Commission meetings and take minutes of those meetings. Works as part of the clinic team assisting with insurance and billing of vaccines and providing vaccine records. Must perform other duties as required.

WORKING CONDITIONS

The working environment of the Administrative Assistant involves exposure to conditions generally found in an office setting. The Administrative Assistant works with office equipment, such as computer hardware and software applications, telephone, tape recorder, multifunctional devices, and other various electronics. Within the office setting, the Administrative Assistant will

move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. Travel to other locations may be necessary using modes of private and commercial transportation. The Administrative Assistant may be required to work evening and/or weekend hours in addition to a regular 40-hour work week.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Administrative Assistant to the Health Commissioner must display thorough knowledge of modern computer hardware and software such as Microsoft Office Suite and Adobe. Must be proficient at Microsoft Excel. This position requires excellent clerical aptitude and competence, including exceptional typing and personal computing skills, grammar, spelling, punctuation, and accurate arithmetic calculations. Must have the ability to deal in a congenial manner with co-workers and the public. As a key member of the Health Department, the Administrative Assistant must have the ability to follow oral and written directions and have a conscientious attitude toward the position. Exercises initiative and independent judgment in the performance of confidential administrative functions.

REQUIRED TRAINING AND EXPERIENCE

High school diploma or equivalent, Associate Degree in related field preferred. Three (3) years of progressively responsible experience working in an administrative position involving tasks similar to the previously described duties preferred. Must have a Notary Public Commission within six (6) months of hire. Must become a Vital Statistics Registrar within six (6) months of hire.

SPECIAL REQUIREMENTS

Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.