



THE CITY OF KENT IS SEEKING CANDIDATES FOR THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE HEALTH COMMISSIONER

WHAT THE KENT COMMUNITY OFFERS

Whether kayaking the Cuyahoga River, strolling downtown, climbing the corporate ladder or biking to classes at the second largest public university in Ohio, one thing is clear — there's no place like Kent.

Kent is an American original, with history and personal stories at every street corner, thanks to the eclectic mix of people that have called Kent home. From an Ohio Governor and internationally acclaimed composer, to NFL Super Bowl MVP Julian Edelman, and comedians Drew Carey and Arsenio Hall, Kent has always been a place full of great characters.

PEOPLE

Kent is what happens when you mix 29,000 students with bohemian baby boomers, Gen X'ers, empty nesters, retirees, young families, old families, blue collar, white collar, and tie-dyed no collars all in one place. You never know what to expect, which is why people choose Kent. This isn't a city with a script, it's a city full of people who write their own script and improvise daily. Together these scripts become Kent's story.



PRIDE

The Kent community is proud of the fact that in the last several years there has been more public and private investment in the Kent economy than we've seen in decades, but we're just as proud to point out that at the same time we've developed more neighborhood initiatives, enacted more proactive legislation and expanded more neighborhood services than we've done at any other time in the last 25 years. With its tree-lined streets, sidewalks, neighborhood schools and parks, Kent feels like home no matter where you're from.

Kent has raised the bar on environmental stewardship, surpassed our sustainability goals, and adopted green building as standard practice. The Kent Dam project received national and international acclaim for being at the forefront of river restoration, and our aggressive trail building has made the rejuvenated river a staple of outdoor recreation opportunities in Kent.

OVERVIEW

The original "Tree City", Kent is a college town and more – a community of families, businesses and industries located on the banks of the Cuyahoga River. As the home of Kent State University, Kent residents enjoy the highest educational values and all of the benefits of living in a university city.

Kent is one of only 23 Main Street Communities in Ohio, which makes available significant local and state resources for restoration and redevelopment projects in Kent. Main Street Kent co-sponsors a series of community events downtown in partnership with Kent's arts, cultural, business and sports groups that attract thousands of students and families into downtown all year long.



POSITION INFORMATION

The City of Kent, Ohio seeks a key member of the City's Health Department to serve as the Administrative Assistant to the Health Commissioner. The Administrative Assistant 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. Performs other job-related tasks as required.

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.

Pay range for the position is \$48,699-\$69,073. Go to www.kentohio.gov for complete job description including qualifications. Send cover letter & resume to HR Director, 319 S. Water St., Kent, Ohio 44240, or email to suzanne.stemnock@kentohio.gov. Open until filled. EOE.



Population: 28,000 permanent residents & 26,000 seasonal students

Town Area in Square Miles: 9.28 square miles

Recreation: 19 parks, 270 acres, and 13 miles of trails

Location: 8 miles from Akron & 31 miles from Cleveland

Education: 93.6% High School graduate or higher, 42.3% Bachelor's degree or higher

K-12 Public School Student Enrollment: 3,286

Properties: 1,776 companies & 10,386 households



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