



Public Health
Prevent. Promote. Protect.

Perry County
Health Department

MISSION

To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

VISION

A motivated community uniting for health and prosperity where we live, work, and play.

VALUES

WE CARE

Willingness,
Excellence,
Collaboration,
Accountability
Respect, and
Education



Job Opening: Director of Administrative Services



The Perry County Health Department has an exciting opportunity for a full-time Director of Administrative Services who will provide administrative support to the Health Commissioner by planning, managing, and evaluating fiscal/business operations for the agency; implementing controls and guidelines to ensure operational compliance with state and/or federal guidelines; including accounting, payroll, purchasing, budgeting, receipt and disbursement of funds and expenditures, preparation of fiscal reports and maintenance of fiscal records, managing human resource functions, and assisting the Health Commissioner in other projects as needed.

The Director of Administrative Services will also supervise employees within the Administration Division, which includes Vital Statistics and Public Health Accreditation. The Director will be responsible for planning, developing, and communicating all programs within the Administration Division. The Director will develop, implement, communicate, and evaluate policies, procedures, goals, and activities to ensure they are compliant with National Public Health Accreditation Standards. The Director will also be responsible for adherence to the Ohio Department of Health Vital Statistics laws, policies, and procedures.

Minimum Qualifications for the Director of Administrative Services position include a bachelor's degree in accounting, budgeting, finance, or related field. A minimum of 2 years of supervisory experience directing the planning, implementation, coordination, administration, monitoring, and evaluation of a comprehensive major program or division, with full responsibility managing staff, activities, finances and other resources is also required. Applicants must have a valid Ohio Driver's License, with ongoing proof of auto insurance. Candidates should possess a demonstrated ability to work collaboratively, build relationships, have strong customer service skills, organize and manage multiple projects, manage a budget, and maintain a focus on end goals. Excellent verbal and written communication skills are essential. Strong computer skills and knowledge of MS Office programs also necessary.

The Perry County Health Department is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military/veteran status.

Starting pay for this position is \$25.97 to \$28.45 per hour, depending upon education level and experience. Benefits include paid holidays, group health and life insurance, enrollment in the Public Employees Retirement System, sick, vacation, and personal leave, and direct deposit.

Applicants that desire to provide ethical, innovative, and accountable services to the residents of Perry County should **email a resume, cover letter, and application to Angela DeRolph: angela.derolph@perrycountyohio.net by January 22, 2024.** The application can be found at the bottom of the webpage: <https://perrycountyhealth.info/job-opportunities/>

Please note: This posting is not meant to be an all-inclusive list. It presents highlights of the position's scope and function and the candidates' requirements and rewards.