



Job Posting

POSITION: Executive Assistant

DATE POSTED: August 28, 2024

AGENCY: Licking County Health Department

Qualifications and Required Knowledge:

Under the direction of the Health Commissioner, assists with maintaining day to day operations of the department. The position is responsible for managing the Health Commissioner's schedule and maintaining records of meetings. Will assist with prioritizing items that are time sensitive and pertinent to the operation of the department. Acts as a liaison and/or representative for the department for various committees. Bachelor's Degree preferred

HOURS: Full Time: Monday – Friday, 8:00-5:00. Occasional evening and weekend hours.

SALARY: \$44,802 - \$58,242

DUTIES:

- Prepares minutes and other materials for Board of Health meetings and District Advisory Council meetings, maintains files and records for all meetings.
- Schedules and prepares minutes for Community Health Improvement Committee
- Serves as a member of the Accreditation Team
- Assists with scheduling meetings for Health Commissioner
- Assists with the implementation and direct of the department's Strategic Plan
- Attends meetings with or in place of Health Commissioner
- Manages projects and maintains project deadlines
- Makes and receives phone calls on behalf of Health Commissioner
- Assists with prioritizing tasks and identifying time sensitive matters

APPLICATION PROCEDURES: To apply please send cover letter, resume and three professional references by September 12, 2024 to:

Chad Brown
Health Commissioner
health@lickingcohealth.org

The Licking County Health Department is an Equal Opportunity Employer