



# Position Description

Canton City Public Health  
FINAL

<b>Position Title:</b>	VS Administrative Supervisor		<b>Position #:</b>	906
<b>Working Title:</b>	VS Administrative Supervisor		<b>CS Status:</b>	Classified
<b>Agency Unit:</b>	Vital Statistics (VS)		<b>Reports to:</b>	Fiscal Manager
<b>Employment Status:</b>	Full Time	<b>Pay Range:</b>	R4	<b>FLSA Status:</b> Exempt
<b>This position description was last approved by the Board of Health on:</b>				January 27, 2020

**Position Summary:** Provides administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, keeping meeting minutes, receiving visitors, arranging conference calls and scheduling meetings. Supervises Vital Statistics staff. Serves as the records custodian for Canton City Public Health and the Canton City Board of Health. Work is expected to be performed independently with limited supervision.

- Essential Duties:**
- 60% **Administrative Duties:**
    - Serves as the department’s Payroll Manager.
    - Serves as the department’s Record’s Custodian.
    - Maintain certain sections of the department’s website.
    - Maintain the department’s inventory system.
    - Updates, revises and codifies the Canton Health Code.
    - Maintain records for copiers and order supplies.
    - Maintain organizational policies and procedures.
    - Serve as the assistant to the Board of Health. Responsible for minutes, board records, reports, agendas, correspondence and other Board of Health administration duties.
    - Serve as the assistant to the Division Leadership Team (DLT). Responsible for minutes, DLT records, reports, agendas, correspondence and other DLT administration duties.
    - Administer the department’s learning management system (Ohio Train).
    - Perform general office duties, such as ordering office supplies.
    - Record, organize, analyze and present data with accuracy, thoroughness and attention to detail.
  - 20% **Supervisor Duties:**
    - Supervise Vital Statistics staff of three.
    - Track time off requests, arrange vacation schedules.
    - Monitor staff development.
    - Counsel staff when necessary.
  - 10% **Vital Statistic Duties:**
    - Assist Vital Statistics staff with waiting on customers at the counter and answering telephones.
  - 10% **Assist Fiscal Manager:**
    - Serve as the backup for the Fiscal Manager when needed.



# Position Description

Canton City Public Health  
FINAL

## Other Duties and Responsibilities

- Participate in staff committees and workgroups.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the Fiscal Manager and Health Commissioner.

## Minimum Qualifications:

- Must have a minimum of a high school diploma or equivalent.
- Must have a minimum of four years' experience as an administrative assistant or similar position.
- Must be able to pass a background check.
- Must be computer proficient and able to work efficiently using various Office Suite (Word, Excel) and database applications, including web-based collaboration tools, email, etc.
- Ability to communicate clearly and concisely, both orally and in writing.

## Preferred Qualification

- 2-year Associates degree or equivalent.
- Two years Supervisor experience.

## Minimum Credentials

The following credentials must be acquired and maintained prior to initial hire

- Valid Ohio driver's license with good driving record.
- Notary Public (must be obtained within 6 months of hire)

## Key Competencies:

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6

Emergency Preparedness: 6A1, 6A2, 6A3 This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11
- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13
- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10
- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8.



# Position Description

Canton City Public Health  
FINAL

- Work Environment:**
- This position works primarily in a climate-controlled office.
  - Must be able to sit for long periods of time.
  - Be able to stand, bend and stretch to access various physical filing systems.
  - Able to type on keyboard with accuracy and speed.
  - A person in this position will be expected to respond to public health emergencies and perform similar administrative duties.

**Approval:** This position description was approved by the Board of Health on: **01/27/2020**

**Revision History:** Dates of prior approved versions:

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name