

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

OCTOBER 25, 2019

DISTRICT SECRETARY [Code: DSEC]

NKY Health is accepting applications for a District Secretary to provide administrative and support services for the District Director of Health, the Director of Administration and Accounting, and the boards of health. This position is based at our District office in Florence, KY but will frequently travel within our four-county district.

Status: Full-time non-exempt (paid hourly salary) merit system position
Classification: District Secretary
Band: 5
Pay Rate: \$15.70 - \$21.73/hour (based on similar experience)
Reports To: Director of Administration and Accounting

Essential Functions include, but are not limited to:

1. **On behalf of District Director of Health, Supervisor or Division Directors, prepares a variety of drafts of correspondence, reports, and forms.** (Routinely prepares minutes from the District and Local Boards of Health, Executive Committee, Annual New Member Board orientation meetings. File, manage and maintain documents. Prepares minutes from other committee and/or other meetings as needed/assigned. Prepares draft memos, emails, letters, assists in mailing meeting packets and other communications to Board members and others as directed by the District Director of Health and/or Supervisor. Creates and maintains forms/spreadsheets needed by the District Director of Health and Director of Administration and Accounting and their programs. Prepares simple to complex routine and non-routine reports. Maintains complete and accurate records and manages files sufficiently to store and retrieve information on demand.)
2. **Assists in coordinating meetings/functions assigned by the District Director of Health or Supervisor.** (Maintains District Director of Health's calendar, scheduling meetings as needed, setting up meetings with invites and follow-up with meeting preparations. Maintains VMD UL and LL conference room calendars for entire agency and outside agencies upon request. Maintains District and Local board(s), District Board of Health committee(s) meeting dates, and packet mailing dates. Coordinates annual New Board member orientation meeting(s), keeping Board Manual updated. Assists in assembling packets for meetings including board/committee meetings and other assigned meetings. Assists in mailing packets for meetings, including board/committee meetings. Ensures attendance confirmations for quorums. Ensures meeting rooms are set up for Local and District Boards of Health, Personnel Board meetings, and other assigned meetings. Create Purchase Orders and Order food for Local and District Boards of Health meetings, Personnel Board, and other meetings as assigned. Maintain food setup supplies (paper plates, cups, napkins, condiments, serving utensils, bottled water, etc.) are in supply cabinet for scheduled meetings.)
3. **Performs broad range of administrative duties.** (Maintains list(s) of current contact information for District and Local Boards of Health and all Committee members, notifying the District Director of Health and Supervisor of any changes/updates. Obtains signatures on checks/board documents as needed. Assist with Contracts/MOA's as needed, obtaining signature from District Director of Health, scan documents and forward originals to Accounting Manager/Specialist. Backup to process all incoming mail. Maintains postage meter (maintenance and funds).Ensures routing, delivery and filing of items for District Director of Health. Maintains assigned petty cash for Administration and Accounting division. Backup to receive and route incoming faxes. Delivers mail to Post Office as needed/required. Proofreads/edits proficiently for all divisions, ensuring public news releases/documents are accurate. Various conference registrations for District Director of Health. Handles travel arrangements as needed for District Director of Health.)
4. **Screens and routes mail, telephone calls, messages, and visitors directed to District Director of Health.** (Answers routine inquiries. Directs non-routine inquiries to appropriate parties. Apprises District Director of Health or Director of Administration and Accounting of non-routine matters.)
5. **Completes special projects as assigned by District Director of Health or Director of Administration and Accounting.** (Responds to public health emergencies as assigned. Completes other special projects.)

6. **Performs on rotational basis receptionist duties as needed/assigned.** (Answers phones. Greets visitors, enter information onto District Office Sign-In spreadsheet. Forwards calls. Answers non-technical questions from callers. Ensures safety items are brought to a shelter or evacuation gathering. Ensures packages are routed to the appropriate individuals.)
7. **Performs other duties.** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)

Minimum Pre-Hire Qualifications:

A valid, active driver's license, reliable transportation and either of the following is required prior to appointment date:

- High school diploma or equivalent plus 4 years of full-time directly related work experience.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Minimum Post-Hire Qualifications:

Must complete job-specific training as assigned.

Desired Qualifications:

Same as above plus prior experience supporting boards public health or public sector.

To Apply:

Apply through CareerBuilder ONLY (www.careerbuilder.com).

Paper applications, faxed applications, and e-mailed applications will be discarded without consideration.

For immediate consideration apply by 11/4/2019.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code DSEC on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), testing, and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Applicant will be required to demonstrate skills. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – DSEC

web: WWW.NKYHEALTH.ORG

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