



Franklin County Public Health
280 East Broad Street
Columbus, Ohio 43215-4562
(614) 525-3160
www.myfcph.org

Job Posting

Why Work Here? Be Valued!

As a public service agency, we know our greatest assets are the people behind the service. We recognize the value of our employees through competitive pay and an amazing benefit package for staff and their family. Franklin County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

The FCPH value statement says it all: We serve our communities, our organization, and each other with Integrity, Accountability, Excellence, Respect and Humility.

Franklin County Public Health provides:

- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, an employee assistance program, parental leave and a flexible spending account.
- Life insurance, short and long term disability options are also offered.
- Vacation time, personal time, sick time, and paid holidays.
- And much more!

NOW HIRING: Executive Assistant to the Health Commissioner

The Executive Assistant to the Health Commissioner provides administrative and executive support to the Health Commissioner or designee, performs a variety of confidential and complex administrative and secretarial functions, acts as a liaison between the Health Commissioner, the Board of Health, senior staff, elected officials, the general public, and others, assists with administrative duties to ensure the efficient operation of the agency.

Duties include:

- Plans, develops and implements specific programs for assisting in or accomplishing tasks necessary to the functioning of the Health Commissioner's Office.
- Plans, develops and maintains Board of Health agenda, resolutions, contracts and grants database.
- Organizes and prepares notes and minutes for various internal and external meetings including Board of Health and Community Health Improvement Plan
- Creates, organizes and supports committees, functions and reports for assigned projects.

Skills needed:

- Technical proficiency needed in Microsoft Office Suite, databases, other related office technology.
- Ability to maintain and handle confidential materials, information and situations on a routine basis.
- Ability to multitask and prioritize responsibilities in an active environment.
- Excellent organizational, grammar, verbal and written communication skills.
- Other related duties as assigned.

Requirements:

- Completion of Associate's degree, Bachelor's preferred.
- A minimum of three years of executive support experience or equivalent.
- Public health or government experience strongly preferred.

- Willing to work occasional overtime, some weekend work could be required but not typical.
- Must possess a valid driver's license, and be insurable through FCPH's provider.
- Non-smoker.

Salary Range:

\$19.24/hour - \$24.06/hour. This is a non-exempt position.

Interested applicants should send:

- Resume
- Cover letter
- FCPH application (located: www.myfcph.org/careers)
- Examples of work product (minutes, reports, etc.)

TO: fcphjobs@franklincountyohio.gov with subject "Executive Assistant"

OR: Franklin County Public Health
Attn: Human Resources (Executive Assistant)
280 East Broad Street
Columbus, Ohio 43215-4562

No phone calls.

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