



CAREER OPPORTUNITY

Position: Coordinator - Operations
Division: Administration
Pay Grade: MSC – Confidential Employee
Salary: Based upon education and experience
Shift Times: Mon, Tues, Wed, Thurs (8:00am to 4:30pm)
Friday (8:00am to 4:00pm). Specifics to be discussed during the interview process.
May include evenings, holidays, and weekends.

General Statement of Duties:

- Supports and assists the Director of Operations in the administration and oversight of day-to-day operations. Assist Director of Operations with the creation of employee orientation material for Information Technology.
- Responsible for the operations of Building, Maintenance, Facilities, Fleet, and assisting with Informational Technology areas.
- Assist in monitoring the handling of hazardous materials and posting of Material Safety Data Sheets (MSDS).
- Assist with the Mobile Clinic operations by ensuring the mobile clinic has enough gas and is fully prepared for upcoming events. This also includes checking that the Mobile Clinic's generator and equipment are properly maintained and serviced according to schedule.
- Provide routine maintenance services such as changing light bulbs, hanging pictures, or shelves as needed. Minor plumbing to include replacing sinks, washers, faucets, etc. minor electrical needs, i.e., replacing light fixtures.
- Assist in the IT inventory and track equipment with the WASP inventory system.
- Assist Director of Operations with basic troubleshooting of desktops, laptops, phones and software applications. Submit a ticket to contracted Information Technology company when necessary.

Required Education, Experience:

- Minimum High School Diploma (or equivalent).
- Experience with a public health or social services agency or relevant institution, including responsibility for operations.
- Knowledge of the core functions and essential services of public health.

The specific statements shown in this description are not intended to be all inclusive.

Benefits:

Health, Vision, Dental Insurance	Paid Sick Leave	Vacation after 6 months of continuous service
Personal Leave	12 Paid Holidays	Educational Assistance
Ohio Public Employee Retirement		Deferred Compensation
May qualify for Public Service Student Loan Forgiveness		Medical and Child Care Flexible Spending

Visit our website: www.richlandhealth.org CAREERS section for an Employment Application

Applicants are required to complete a formal application for employment and submit the completed application to:

Richland Public Health
Director of Human Resources
555 Lexington Avenue
Mansfield, OH 44907

Deadline for physical receipt of completed applications: Until Filled

Equal Opportunity Employer/Provider