

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## POSITION AVAILABLE

**Position:** Administrative Services Supervisor  
**Reports to:** Director, Population Health  
**Position to be filled:** January 30, 2023  
**Starting Salary:** \$56,127 annually  
**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.

**Vaccine Policy:** Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy

### **Minimum Requirements:**

- Associates Degree or two (2) years of direct experience.
- Minimum of five years of office management or related administrative experience including accounting or bookkeeping. OR seven years of experience (with HS Diploma/GED) OR three years of experience (with Bachelor's degree) OR one year of experience (with Master's degree).
- Ability to efficiently multi-task on a daily basis.
- Knowledge of grant research and processing procedures. Extensive knowledge of funding requirements (federal, state, local, private foundation, etc.)
- Proficiency with use of PC hardware & software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Strong customer service, verbal and written communication skills, and effective presentation skills. Strong interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with internal databases and data collection methodology.
- Strong leadership ability.
- Demonstrated knowledge of regulatory standards and CCBH policies.

### **Responsibilities:**

- Provides direction and leadership to assigned administrative support staff. Manages administrative and fiscal processes for assigned service area to ensure proper compliance with agency requirements.
- Manages the general revenue budget and any special revenue budgets within the service area (i.e. monthly revenue balancing, process invoices for payment, authorizing expenditures, budget adjustments/revisions, etc.). Oversees, reviews, approves all funding allocations and expenditures reported in sub-recipient contracts through budget establishments and revisions. Completes budgeting as needed.
- Reviews and analyzes service area budgets, summarizes information, and performs trend analysis.
- Supervises and authorizes fiscal transactions & processes. Ensures that transactions are conducted in compliance with CCBH fiscal guidelines. Serves as the initial resolution point within service area for fiscal questions & issues.
- Develops and monitors administrative processes and procedures to ensure accurate and efficient outcomes within the assigned service area. Updates administrative processes and procedures as needed.
- Provides consultation on funding guidelines and requirements to service area leadership. Collects, trends and analyzes financial data for the service area and provides recommendation on annual budgeting and budget revisions.
- Supervises the preparation of award contracts and Board agendas for assigned service area. Prepares award contract for complex agency relationships. Quality checks documents for accuracy prior to submission.
- Develops and initiates quality control actions for the services and products provided by assigned staff to ensure completion, accuracy, and satisfaction.
- Implements policies, standards, and procedures. Recommends revisions to processes as necessary to improve the efficiency and productivity of the service area.
- Leads the development and implementation of administrative processes for new programs.
- Develops and maintains relationships with funders and third party administrators to facilitate grant compliance activities.
- Develops case and seeks fiscal authorization for expenditures regarding the maintenance or replacement of office supplies and equipment.
- Participates in service area leadership and strategic planning meetings.
- Serves as the liaison between CCBH and external vendors for the maintenance of office equipment.
- Collaborates with internal and external partners on special projects as assigned.
- Participates in and provides leadership with public health emergency activities as needed.
- Performs other duties as assigned.

Please complete the online application on our website, [www.ccbh.net/jobs](http://www.ccbh.net/jobs)  
All applicants are required to upload a resume and include a cover letter with their application.

**Deadline to Apply: December 30, 2022**  
**Bilingual Applicants Welcome**

### **Benefits offered at CCBH** (for employees working at least 40 hours per pay period/Bi-weekly):

- Medical (full time employees responsible for 10% of premium)
- Dental (full time employees responsible for 10% of premium)
- Vision
- Public Employee Retirement System (PERS)
- Deferred Compensation
- FSA Health and Dependent Care
- Tuition Reimbursement
- Holidays (14 paid per year)
- Vacation Time (13 paid days per year for new service PERS members\*)
- Sick Time (15 paid days per year\*)
- Personal Days (up to 3 paid per year)
- Agency paid Life Insurance
- Additional Voluntary Life Insurance
- Voluntary Identity Theft Protection
- Voluntary Critical Illness
- Voluntary Accident Insurance
- Employee Assistance Program
- Free Parking Onsite
- Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.
- Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff.

\*Benefit is prorated based on start date

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

THIS AGENCY IS AN EQUAL PROVIDER OF SERVICES AND AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER CIVIL RIGHTS ACT  
1964

THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.