

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Operations Administrator

Position to be filled: November 7, 2022

Starting salary: \$71,106 Annually

Reports to: Chief Administrative Officer

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m. (Evenings/weekends as needed)

Flexible Work Arrangements: 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. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

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:

- Bachelor's degree in Business Administration, Public Administration or related field.
- Minimum of five years of related administrative or operations experience including facility maintenance/management and supervisory experience.
- Experience with facility and/or space planning.
- Ability to efficiently multi-task on a daily basis.
- Knowledge of vendor management practices and processes.
- Proficiency with use of PC hardware & software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Strong interpersonal relationship skills including cultural sensitivity & competence.
- Strong leadership ability.
- Mathematical aptitude necessary to develop program budgets and monitoring of revenue/expenditures.

Responsibilities:

Will include, but NOT limited to:

Administrative/Operational

- Serves as a member of CCBH's Senior Leadership Team. Participates in the creation and execution of the agency's vision, mission, and strategic plan. Participates in agency accreditation & performance management processes and quality improvement activities.
- Develops, implements, and monitors administrative and operational policies and procedures to ensure accurate and efficient outcomes. Recommends revisions and completes any updates to administrative & operational policies and processes through the Policy & Procedure Committee or Board action as necessary.
- Supervises the day-to-day activities of assigned service area direct reports including hiring, training, counseling, evaluating staffing performance, and when necessary, recommending progressive discipline for staff.
- Prepares meeting agendas & minutes for meetings/committees of the members of the Board, District Advisory Council and internal committees. Prepares award contracts for vendors related to administrative and facility operations; maintain all agency contract files.
- Develops and manages significant projects on behalf of the Health Commissioner and provides executive administrative support as necessary.
- Develops and initiates quality control actions for the services and products provided.

Facilities Management

- Oversees agency facility security & maintenance activities including; accuracy and validity of facility records, preventative maintenance contracts, OSHA & ADA compliance, building and grounds maintenance, systems maintenance, and operational reports & schedules.
- Manages the maintenance and repair activities for the CCBH facility, electrical, and mechanical equipment & systems. Supervises construction & renovation projects and manages the relationships and performance of external contractors.
- Plans, administers, and monitors operational budgets for contracts, equipment, and supplies. Analyzes financial records to improve efficiency. Prepares and administers requests for proposals/quotes for facility operations services.
- Serves as the liaison between CCBH and external vendors for operations activities.

General

- Develops and extracts reports from databases for delivery to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Collaborates with leaders from other service areas to coordinate unified and effective responses to any public health emergency or investigation. May serve on the CCBH Incident Command System (ICS) and assists in identifying necessary emergency response roles & protocols for identified staff. Assists with providing appropriate staff preparedness training as needed.
- Participates in and provides leadership with public health emergency activities as needed.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as assigned.

Please complete the online application on our website, www.ccbh.net/jobs
Please upload your resume and cover letter with your application.

Deadline to Apply: October 21, 2022

Bilingual Applicants Welcome

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.

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.