



City of New Philadelphia, Ohio
New Philadelphia Health District

150 East High Ave. Suite 011, New Philadelphia, OH 44663 ~ 330-364-4491 X 1208

**NEW PHILADELPHIA CITY HEALTH
DEPARTMENT
Job Description**

GENERAL INFORMATION:

NAME

Title: Registrar/Office Administrator

Department	New Philadelphia City Health
Work Hours	8:00 A.M. to 4:30 P.M. (One Hour Lunch Period)
Department Days	Monday through Friday (total of 40 hours per week)
Immediate Supervisor	Health Commissioner
Date of Hire	
Civil Service Examination	None
License/Certification Required	None
Motor Vehicle License	None
Education	HS Graduate or higher required. Degree in Accounting, Business or Public Health preferred

JOB DUTIES:

Registrar of Vital Statistics, District #7901

- Records all births and deaths in New Philadelphia, Ohio. Copies remain in department, death records filed on paper are sent by courier pick-up weekly to the Ohio Department of Health.
- Issues burial permits, certified copies of birth and death certificates using IPHIS/EDRS.
- Completes monthly report of burial permits fee report (mail with fee of \$2.50 for every burial permit issued) report mailed to Ohio Division of Real Estate.
- Completes required quarterly report of all certified copies of birth and death certificates issued and mailed with a fee to the Treasurer State of Ohio.
- Paternity Affidavit paperwork (?)
- Assist with birth certificate affidavit to allow for corrections.
- Provides genealogy searches for requested records.

Office Supervisor:

- Receives all department monies and records in receipt books, either regular, FSO or RFE.
- Prepares bank deposits and delivers to Health Commissioner to deposit.
- Maintains financial ledgers of disbursements and receipts for the Department.
- Prepares Purchase Requisitions and enters in the Auditor's software (VIP) and notifies the Health Commissioner to access the requisition in system for approval.

- After the Health Commissioner approves, it goes to Mayor/Auditor for approval.
- When purchase orders are received from auditor the Office Manager checks all invoices, prepares vouchers, submits to Health Commissioner for signature and sends to Auditor for payment.
 - Copies and records are maintained of all Purchase Requisitions, Purchase Orders, vouchers and invoices. Maintain excel spreadsheets logging all of the health department's expenditure and revenue. Mail checks issued by the city Auditor's office for health department vouchers.
 - are returned to the health department for mailing.
 - Serves as receptionist, screening calls and identifying callers. Transfers calls to in-office personnel. Logs all incoming calls.
 - Schedules appointments for immunization and clinical services.
 - Dates incoming mail and delivers to the addressee.
 - Prepares and dispatches out-going mail.
 - Types forms, reports, letters, etc. for department personnel as needed.
 - Compiles and creates annual financial reports for the Ohio Department of Health, Board of Health, and Health Commissioner.
 - Assists in the preparation of the Health Department's fiscal budget and appropriations.
 - Assists in the preparation of financial audits.
 - Assists in the preparation of applications, permits and licenses applicable through the health department and the Ohio Department of Health: Food Service, Food Service Vending, Retail Food Establishment, Food Handling, Swimming Pools, Manufactured Home Parks, water wells drilling/borings, septic and Tattoo/Body Art establishments.
 - Completes all license reports - mails to the Ohio Department of Health within the time frame required.
 - Attend position-appropriate state/local meetings.
 - Attends and takes minutes at Board of Health Meetings.
 - Types and mails copies of board of health meeting minutes, reports, and meeting notices to all board members.
 - Maintains permanent book of board meeting minutes.
 - Maintains records for health department expenses.
 - Completes and mails patient billings to Medicaid, CMH (formally known as BCMH), and private insurances.
 - Assists with clerical duties during annual Flu clinics.
 - Maintains alphabetical and numerical file system in department.
 - As time permits, assist department personnel as requested.
 - Prepares monthly financial report to the board and as requested.
 - Tracks information and invoices proper agencies for grant subcontracts.
 - In absence of Health Commissioner, prepares payroll timesheets and sends to Auditor.
 - Have a personal car to use for work related travel as approved and directed by the Health Commissioner – submit mileage sheet for reimbursement rate that is set by the Auditor/OBM.
 - Assists with quality improvement projects.
 - Assists with Public Health Accreditation Board documentation when needed.
 - And all other job duties as required.

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):

A. Public Health Tier: 2 – Program Management/Supervisory Level

Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise

B. Organizational Competencies

All NPCHD employees are expected to ensure that the city of New Philadelphia is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all NPCHD employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. All staff chose 14 organizational competencies from among tier 1 competencies that were ranked as most important to their work in the health department. These 14 competencies are listed below:

1. Demonstrate knowledge of one's expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015].
2. Obtain information and identify key issues and implications to make informed objective decisions [NIH, retrieved 2018].
3. Identify current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community [2A5].
4. Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018].
5. Identify opportunities and issues and proactively act and follow through on work activities to capitalize or resolve them [NIH, retrieved 2018].
6. Communicate in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images) [3A2, 3B2, 3C2].
7. Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017].
8. Inform the public about policies, programs, and resources that improve health in a community [5A9].
9. Adhere to organizational policies and procedures [7A3].
10. Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1].
11. Develop and maintain effective relationships with others, showing understanding, courtesy, tact, empathy, concern, and politeness [NIH, retrieved 2018, adapted].
12. Work with and help others to accomplish objectives [NIH, retrieved 2018].
13. Plan and organize work activities; manage several tasks at once [NIH, retrieved 2018].
14. Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018].

C. Job Specific Competencies - Tier 2 employees

- Analytical/Assessment Skills (1B2, 1B3, 1B4, 1B10, 1B11)
- Policy Development/Program Planning Skills (2B3, 2B4, 2B5, 2B10, 2B11, 2B12)
- Communication Skills (3B2, 3B3, 3B7)
- Cultural Competency Skills (4B2, 4B7)
- Community Dimensions of Practice Skills (5B2, 5B4, 5B5, 5B7)
- Public Health Sciences Skills (6B7, 6B9)
- Financial Planning and Management Skills (7B1, 7B2, 7B3, 7B4, 7B5, 7B6, 7B7, 7B8)

D. Leadership and Systems Thinking Skills (8B1, 8B7) Professional Competencies

List professional competency(ices): Office Supervisor/Registrar

Employee will adhere to:

-All internal environmental health checklists, policies and procedures for New Philadelphia City Health Department Office Supervisor/Registrar and employee procedures.

I have read and agree to this job description and will use it as my guide to perform my job position and support the New Philadelphia City Health Department functions

Print Name

Date

Signature