

## Tuscola County Health Department Job Opening Full-Time Administrative Services Coordinator

The Tuscola County Health Department is seeking a full-time Administrative Services Coordinator. Under the supervision of the Health Officer, this position performs an advanced level of office functions and a variety of tasks related to the coordination of human resources needs of the Health Department.

### Job duties include (but not limited to):

- Acts as the confidential administrative support for the Health Officer, Board of Health, and administrative staff.
- Responsible for Human Resource functions such as recruiting, hiring, employee benefits, and maintaining personnel records.
- Coordinates FMLA compliance, Short/Long Term Disability, and Workers' Compensation programs.
- Schedules and prepares for various meetings, including Board of Health. Takes, transcribes, and distributes meeting minutes.
- Prepares/generates letters, reports, memoranda, and other correspondence; proofs materials for accuracy.
- Updates agency phone lists, personnel records, notices and other documentation as needed.

### Knowledge, Skills, Abilities:

- Experience in Human Resources duties such as benefits, FMLA guidelines, hiring practices, etc.
- Knowledge of HR compliance regulations for Michigan
- Must be experienced in MicroSoft Office programs.
- Able to work independently with minimal instruction to carry out functions of position.
- Able to provide instruction and training and to respond to employee issues.

### Educational Requirements:

Graduate of a Business School; Or an Associate's Degree and/or Bachelor's Degree in a related field; and five years relevant work experience including at least 3 years of Human Resources; or

Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### Other Requirements:

- Valid Michigan Drivers License
- Pre-employment physical and drug screening required

Wage range: \$20.82 - \$27.14/hr.

Equal Opportunity Employer  
Submit resume and application (found at [tchd.us](http://tchd.us)) to:

Human Resource Department  
Tuscola County Health Department  
1309 Cleaver Road, Suite B  
Caro, MI 48723

Or Email resume & application to: [hr@tchd.us](mailto:hr@tchd.us)

Applications/resumes will be accepted until the position is filled.