



Job Posting

Medina County Health Department
4800 Ledgewood Drive
Medina, OH 44256

Job Title: Director of Administrative Services	Service Area: Administrative Services	Employment Status: Classified, Full time, Exempt
Pay: Starting at \$84,240. Commensurate with qualifications & experience	Hours of Operation: 8:00am - 4:30pm Days of Work: Monday - Friday Occasional evening/weekend if needed	Posting Date: January 27, 2026 Closing Date: February 18, 2026

The Medina County Health Department (MCHD), a nationally accredited health department, has an opening for a full-time Director of Administrative Services. This position works under the direction and supervision of the health commissioner and directs the Administrative Services division.

Essential Job Responsibilities include but are not limited to:

- Provides leadership and supervision to a multidisciplinary team (i.e. accounting, vital statistics, human resources, information management, and facilities). Directs overall operations of the Administrative Services and Vital Statistics Office and staff, which includes processing of all vital statistics, payroll, account payables, receivables, agency billing, daily and monthly balancing, purchasing, mail, liability and property insurances, and internal health department work processes including human resources, IT, facility, safety, and HIPAA functions.
- Serves as the agency and Health Center Chief Financial Officer. Develops and monitors the organizational budget. Manages all financial reporting, budgetary processes and procedures, grants, audits, and reporting functions for all finances of the Health Department. Provides all financial and forecast reports for the Board of Health, outside agencies, and assists the different divisions in developing, forecasting and reporting financial data. Directs all changes for appropriations, receipts, revenues, payroll and payables with the County Auditor and Budget Commission.
- Negotiates contracts and other agreements for programs and services. Drafts contracts as needed and works with outside legal counsel to finalize. Maintains permanent file of all signed legal contracts. When needed, works with the health commissioner and outside counsel on various legal issues concerning the operations of the Health Department.
- Oversees the Human Resources Program. Drafts and/or review policies. Manages all employee benefit packages to include life, health, retirement, payroll deductions, sick and vacation day accumulation, FMLA leave, HIPAA requirements, and retirement payouts. Assists the health commissioner in the development and implementation of salary schedules. Assures compliance with all state and federal rules and regulations. Serves as the health plan administrator.
- Oversees creation of Board of Health monthly meeting board packets, resolutions, ancillary documentation, agenda, minutes, evaluation and changes in personnel requests.
- Responsible for the development and maintenance of management information systems and telephones, including procurement, training, project administration, network/server/database administration and technical support.
- Manages the building and grounds operations, maintenance, construction projects, and inventory, storage and vehicle maintenance.
- Serves as the agency HIPAA compliance officer. Maintains HIPAA program. Ensures agency HIPAA policy is maintained and required training is completed. Performs breech investigations and completes reporting as required after consulting outside legal counsel.
- Participate, support, and provide sponsorship of quality improvement team projects within the division and incorporate quality improvement initiatives into division work processes.

Minimum Education, Training and/or Experience Needs:

Bachelor's Degree in Business Administration or related field, at least five (5) years of experience in business, accounting, finance, human resources, technology, contract and legal issues experience. Two (2) years supervisory/management experience required. Prior public health experience in the above functions is preferred.



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Benefits:

- Health Insurance (Medical/Dental/Vision/Rx)
- Wellness Program
- Ohio Public Employees Retirement System (OPERS)
- Paid Sick and Vacation Time, and Paid Holidays
- Ohio Deferred Compensation and OCERP
- Tuition Reimbursement Program
- Eligible employer for the federal Public Service Loan Forgiveness Program

Requirements:

- Meet minimum education, training, and experience
- Reliable Transportation
- Valid Ohio Driver's License
- Proof of Auto Insurance meeting Board minimums
- Successfully pass B.C.I. and/or F.B.I. background checks and reference checks
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future

To Apply: Send a completed MCHD Employment Application (located at www.medinahealth.org/careers/), current resume and cover letter, no later than 4:30 PM on February 18, 2026, to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to hr@medinahealth.org. EOE