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FOR IMMEDIATE RELEASE

June 22, 2022

Contact: Kim Rieman

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Full-time Fiscal/Grant and HR Specialist Position

Putnam County Health Department is seeking a qualified candidate for the full-time position (40 hours per week) of Fiscal/Grant and HR Specialist. An ideal applicant would possess a bachelor's degree in business or other related field. Primary duties include monitoring and reporting grant fiscal activity, preparing budget reports for the department, managing fiscal and HR activities and supervision of fiscal and clerical staff. Candidates must be proficient in Excel. All candidates must have a valid driver's license and access to a motor vehicle. Salary is commensurate with experience. PCHD is an equal opportunity employer. Please submit resume and cover to kim.rieman@putnamhealth.com or mail to Putnam County Health Department, Attn: Kim Rieman, 256 E. Williamstown Rd., Ottawa, OH 45875 by Friday, July 8, 2022.

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