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*“Working towards a healthy and safe Putnam County “*

**Putnam County Health Department** is seeking a qualified candidate for the full time position of Public Information Officer and Accreditation Coordinator. This will be a shared position with the Putnam County EMA and Putnam County Sheriff’s Office. Primary responsibilities include ensuring effective communication, providing information and education to the public for the agencies listed above and coordinating accreditation efforts of the Putnam County Health Department. Applicants must have a Bachelors Degree in communications, marketing, education, health science or other related field. Applicants must be motivated with excellent interpersonal skills, written and verbal communication skills and work ethic. 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 letter to [kim.rieman@putnamhealth.com](mailto:kim.rieman@putnamhealth.com) or mail to Putnam County Health Department, Attn: Kim Rieman, 256 E. Williamstown Rd., Ottawa, OH 45875 by Friday, December 5, 2025.