

**Cedar County
Public Health**

Office Manager

Cedar County Public Health is seeking to fill the position of Office Manager. Primary responsibilities of the position include provision of administrative support to the department including assisting with multiple programs and activities, interacting with customers, management of the reception area, and maintaining office records. The ideal candidate must have strong communication skills and excellent customer service. Must be a high school graduate or have a GED and office management certificate or associate's degree.

Pre-employment physical required. Application and reference forms are available at www.cedarcounty.org or at the Public Health Office, Room B-1, Cedar County Courthouse, Tipton, Iowa. Applications should be submitted to the attention of Jane Caes, RN, BSN, Director, Cedar County Public Health, 400 Cedar Street, Tipton, IA 52772. EOE