



# CITY OF BETHLEHEM

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MAYOR'S OFFICE

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Robert J. Donchez

Mayor

From: Robert J. Donchez, Mayor

To: President Reynolds

Date: January 12, 2015

Re: Health Secretary Position

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Attached is the necessary information for filling this position.

I would appreciate it, if it would be placed on the January 20, 2015 agenda.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Donchez", is written over the typed name.

Robert J. Donchez

Mayor

Cc: City Council

J. Porembo

D. Brong

A. Karner

K. Wenrich

M. Cichocki

# CITY OF BETHLEHEM

## Department of Community and Economic Development Interoffice Memo

**To:** City Council  
**From:** Kristen Wenrich, Health Director  
**Date:** January 9, 2015  
**Re:** Health Secretary Position

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The Health Secretary position was vacated due to a retirement on December 12, 2014. I respectfully request approval to fill this position since it is critical to the daily operations of the Health Bureau. The total amount budgeted for this position in 2015 is \$46,461. Attached is a copy of the job description for this position. Please feel free to contact me if you have any questions. Thank you.

cc: Mayor Donchez  
Alicia Karner

## HEALTH SECRETARY

GENERAL STATEMENT OF DUTIES: Under the general direction of the Health Director, the employee in this class is responsible for performing clerical and non-professional tasks involved with personal and environmental health.

EXAMPLES OF WORK: (illustrative only)

Makes Xerox copies/does faxing/submits printing requests to duplicating office;  
Greets the public and provides appropriate assistance and referrals;  
Answers the phone and retrieves voicemail messages;  
Tracks staff vacation, personal and sick time;  
Schedules clinic appointments and places reminder phone calls;  
Enters data into the National Electronic Disease Surveillance System, EpiInfo, the electronic health records system and other databases as needed;  
Attends STD Clinic, Women's Clinic and other clinics as necessary;  
Orders clinical and non-clinical supplies;  
Places proper paperwork for grant programs in their respective files including purchase orders, payroll, mileage, etc. on a monthly basis;  
Does typing for director and program managers;  
Processes purchase orders using the computer;  
Accepts health complaints and enters them into Community Plus;  
Distributes and/or opens mail;  
Submits mileage monthly;  
Submits petty cash slips as necessary;  
Processes petty cash reconciliations;  
Pays invoices/places orders with p-card;  
Processes monthly p-card allocations;  
Pays invoices with blanket POs and contracts;  
Creates invoices for health licenses and other services from Community Plus;  
Follows up on delinquent accounts based on the 30-60-90 day process;  
Creates and process invoices for doctors, nurse practitioners monthly;  
Tracks miscellaneous revenues received on a monthly basis;  
Disseminates animal bite complaints;  
Performs office manager duties when the office manager is out;  
Takes money and/or checks to Financial Services for deposit as necessary and logs in ledger in health bureau office;  
Submits conference and travel expense summaries as necessary;  
Maintains office supplies with stock from purchasing as well as from duplicating office;  
Performs other clerical duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures and equipment and of business arithmetic and English; some knowledge of elementary bookkeeping; ability to follow and understand complex oral and written directions; ability to maintain complex clerical records and prepare

reports from such records; ability to make minor decisions in accordance with laws, ordinances, regulations and established policies; ability to make relatively complex mathematical computations rapidly and accurately; ability to type from clear copy or rough draft accurately and at an average rate of speed; ability to work effectively as a member of a team of health workers; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with employees and the general public; proficient knowledge in Microsoft Word, Microsoft Excel, and Microsoft Powerpoint.

MINIMUM TRAINING AND EXPERIENCE:

Experience in clerical work which involves typing at the level of Secretary II and completion of a standard high school course with business school training highly desirable, or any equivalent combination of experience and training which provides required knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid driver's license in the state of PA; ability to obtain appropriate transportation; and the ability to work flexible hours to accommodate clinics.

Revised: 06/98; 03/2000; 2-01; 12/8/2014

Personne/classifi/health-sec