



**GEORGIA
DEPARTMENT
OF PUBLIC
HEALTH (GA)**
invites
applications
for the
position of:

**County
Office
Manager**

SALARY: \$29,973.63 /Year

OPENING DATE: 03/20/17

CLOSING DATE: Continuous

DESCRIPTION:

Location: Habersham County Health Department, 185 Scoggins Drive, Demorest, GA 30535

Recruitment: This position is open to all qualified applicants.

Pay Grade: I

Position: 00001536

In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

JOB RESPONSIBILITIES:

- Supervise and plans work of assigned staff in the Health Department
- Work with the County Nurse Manager to assure clinical services are provided
- Serve as the primary billing manager for third party payers
- Serve as the liaison for the Board of Health members, management staff and general public
- Work Health Department clinics

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university AND Three years of lead/supervisory experience in a customer service setting communicating information OR Five years of lead/supervisory worker experience in a customer service setting communicating information OR Two years of experience required at the lower level Customer Svc Rep 3 (GST122) or position equivalent.

Preferred Qualifications

- Previous public health experience
- Experience with billing third party payees
- Supervisor experience

ADDITIONAL INFORMATION:

To be considered for employment at the District 2 Public Health you must complete an online application. This job application can be found at www.dph.georgia.gov. Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at www.phdistrict2.org.