



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

**District
Administrator -
Gainesville, GA**

SALARY: \$59,134.16 - \$103,484.78 Annually

OPENING DATE: 08/02/17

CLOSING DATE: 09/03/17 11:59 PM

DESCRIPTION:

Pay Grade: O

The Georgia Department of Public Health is the lead agency entrusted by the people of the state of Georgia with the ultimate responsibility for the health of communities and the entire population.

The agency is seeking a highly qualified candidate for the position of District Administrator within the North Health District located in Gainesville, GA.

JOB RESPONSIBILITIES:

The District Administrator has direct responsibility for the leadership, direction, and administration of all aspects of accounting and financial operations of the North Health District to ensure the continued accomplishment of mission, values, strategic goals, and culture.

Essential Duties:

- Coordinates all accounting and administrative functions for District 2 Public Health, as directed by the District Health Director
- Applies generally accepted accounting principles in the design of accounting systems and the recording of financial activity.
- Develops internal controls and policies/procedures that comply with state, federal, and accepted accounting standards and practices
- Ensures all required financial reporting occurs to DPH and other agencies (SHBP, ERS, DOL, etc.)
- Correctly analyzes accounting, operational, and programmatic data to identify inefficiencies, productivity issues, and trends, and reports findings in a clear and timely manner

- Ensures budgets are developed on time and according to specified guidelines.
- Provides leadership for the negotiation, development, and management of vendor and business contracts and agreements
- Analyzes operational data, makes recommendations for policy and program decisions based on findings, and develops measures to ensure compliance with policies
- Serves as the point person for all federal, state, and local audits
- Evaluates for completeness and feasibility the proposed annual operating budgets for assigned administrative/operational functions.
- Conducts and coordinates financial, personnel, product, market, operational, and related research to support strategic and business planning
- Provides effective input into the agency's strategic planning process.
- Properly determines reporting needs for assigned operational functions and devises reporting methods
- Provides leadership for the identification of grant opportunities and the development of grant proposals that will expand the fiscal resources for District 2.
- Assumes all other duties assigned

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Five years of professional level experience in accounting and/or a closely related fiscal activity, Three years of which in a management/supervisory role

OR

One year of experience required at the lower level Mgr 2, Account/Financial Svcs (FIM011) or position equivalent.

Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

PREFERRED QUALIFICATIONS:

CPA

Minimum 5 - 7 years in healthcare management and/or government experience w/emphasis in budget, human resource, procurement, and contract management.

Minimum 3- 5 years of experience managing federal funds, including federal reporting and grant financial (OMB Circulars) compliance requirements.

Proficient in Microsoft Office Suite (primarily Word, PowerPoint and Excel).

Experience working with staff at various levels of the organization, including program directors and executive leadership.

Demonstrated experience developing financial aspects of grant applications, budget presentations, program work plans, and corrective action responses.

Highly organized, with attention to detail

Excellent interpersonal and communication skills

Supervisory experience

ADDITIONAL INFORMATION:

The Georgia Department of Public Health Commissioner and leaders encourage all

employees to engage in regular wellness activities and to make lifestyle choices that promote health and well-being.

The use of wellness breaks during the workday is authorized to support this philosophy and assist employees in meeting their wellness goals. A maximum of 30 minutes in a given workday may be used to engage in wellness activities, generally in the form of two 15-minute breaks or one 30-minute break.

Employment Information

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credential recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE) will be considered. DPH will contact educational institutions to verify degree, diploma, licensure, etc.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal background check.

As an employee of DPH, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: DPH-HR@dph.ga.gov.

DPH is an Equal Opportunity Employer

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.
