



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

**District Program
Manager**

Georgia Department of Public Health

SALARY: \$40,982.94 - \$60,000.00 Annually

OPENING DATE: 10/22/18

CLOSING DATE: 11/11/18 11:59 PM

DESCRIPTION:

Pay Grade: L

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 Program Manager within the North Health District in Gainesville, GA.

The District Program Manager plans, organizes, directs, and coordinates the delivery of public health services; develops, interprets, and implements related policies and procedures; monitors and evaluates public health programs and directs subordinate managers and staff.

JOB RESPONSIBILITIES:

The program manager will be the supervisor of (5) program coordinators in the district, including the Immunization Program Coordinator; the Children's First Program Coordinator; the Babies Can't Wait Program Coordinator; the Children's Medical Services Program Coordinator; the Women's Health Coordinator.

This individual will also supervise (2) Health Educators: one who addresses Adolescent Health concerns and the other who focuses on Chronic Disease Prevention and Tobacco Use Prevention.

In addition to supervision, this individual will assist the coordinators/educators in developing innovative strategies that will ensure programmatic success. They will need to be familiar with outreach efforts and willing to participate in community events as needed. Although our coordinators/educators work directly with our finance staff to ensure their budgets are managed properly, this individual will need to be familiar with the programmatic budgets of each of these programs and willing to attend meetings with program staff and finance staff.

- Organizes and manages the collection of a broad range of data required to assess the health needs of the District; analyzes collected health assessment data and produces reports and presentations to communicate the information to multiple audiences; develops policies and plans based on needs revealed in community assessment.
- Meets with county Boards of Health and county officials at the request of the District Health Director, or as needed, to interpret programs, program needs, and new policies, to request additional funds, or for other matters.
- Competes for and secures public and private funding to enhance programs and services for the public.
- Works with individual program leaders in the preparation of budgets according to established formats, guidelines, and due dates; ensures that budgets are developed within allowed tolerances in budget categories.
- Works with the District Administrator to match budgets to available resources, monitor budget adherence, and make adjustments as required by financial circumstances.

MINIMUM QUALIFICATIONS:

Master's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment, One year of which in a supervisory role

OR

Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment, Two of which were in a supervisory role

OR

One year at the lower level (HCP092) or position equivalent.

Note: Some positions may require licensure.

ADDITIONAL INFORMATION:

Georgia Department of Public Health Commissioner and leaders encourages 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.