



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

County Office Manager

SALARY: \$29,973.63 - \$52,453.85 Annually

OPENING DATE: 08/05/20

CLOSING DATE: 08/19/20 11:59 PM

DESCRIPTION:

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

Recruitment: This position is open to all qualified applicants

Pay Grade: I

Position: 00001536

District 2 Public Health serves 13 counties in northeast Georgia, including Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White counties. One of the fastest growing regions in the state, District 2 includes rural and urban communities with diverse public health challenges.

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.

Come join the team that's changing the face of public health. We are improving the health of Georgia one community at a time. We are focused on understanding community health challenges and developing smart solutions that allow us to make an impact in our community. We are a team of intelligent and committed individuals who are passionate about public health and serving northeast Georgia. If you want to make a difference in public health, you should join our team.

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.

JOB RESPONSIBILITIES:

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises staff that communicates with the general public, internal customers and/or external customers to provide information and recommendations targeted to meet customer expectations. Resolves complicated issues involving customer service and/or researches governing policies, procedures or laws to respond to clients or visitors.

- Supervise clerical staff and custodian staff
- Complete month end reports and follow up
- Work in conjunction with Board of Health (BOH) members and hosts quarterly BOH Meetings
- Responsible for obtaining bids on required contracts, complete end of year inventory reports, and ensure completion of required annual trainings for clerical staff
- Order supplies, complete requisitions, purchase orders, daily deposits, receiving and processing of incoming mail, pay invoices
- Complete peer reviews and performance reviews for clerical staff
- Work with county maintenance to ensure building maintenance. Serves as a liaison between management, other agencies, staff, the general public, and BOH
- Cross train across programmatic lines, ensuring clinic services are covered at all times. Periodically rotate clinics to ensure skills are kept up to date. Provide program, administrative, and/or technical assistance to clients and staff. Research and resolve program or client issues/questions.

- Work with Human Resources on all aspects of recruitment, retention, and separation of employees for Habersham Co. Health Dept. Follow Effective Hiring Policies. Work with supervisors and HR to ensure a competent workforce (work plans, disciplinary actions, separation) and to determine need for promotions
- Manage HD budget. Annually, work with the Management team and HD employees to create a budget for the next FY

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.

ADDITIONAL INFORMATION:

To be considered for employment at 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. This position is subject to close at any time once a satisfactory applicant pool has been identified. Notifications will be sent only to applicants 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 criminal records check (fingerprinting) is required.

As an employee of D2PH, 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.

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.

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.

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