

DeKalb County Board of Health

Program Operations Specialist

Position # 10132

(Salary is offered based on Education, Experience and/or Budget)

POSTED: November 22, 2021

DEADLINE TO APPLY: December 6, 2021

LOCATION: E.L. Richardson Health Center – Emergency Preparedness (EP)

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child-care spending account.

DUTIES: Under general supervision, performs a wide range of duties associated with one or more administrative, operational, and programmatic functions in support of the program's initiatives. Assists EP Manager with development and management of annual budgets within the established local and state guidelines. Supervises hourly employees and summer interns. Researches and resolves related issues and provides documentation, reporting, customer support, and program analysis. Assists EP Manager with all administrative functions including preparing basic and/or complex reports and correspondence. Effectively communicates with community and district partners, city and county officials. Serves as outreach coordinator for district's vulnerable populations program. May present high level presentations to district partners, city and county officials. May serve as EP Risk Communicator. (This is a grant funded position.)

MINIMUM QUALIFICATIONS: Bachelor's degree in business or related field from an accredited college or university AND One year of experience related to area of assignment. 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: In addition to the minimum qualifications, preference will be given to applicants who have experience in general budgeting, inventory management, and procurement. Training in Incident Command System (ICS), community outreach experience, and proficiency in all MS Office software is a plus.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov

