

VACANCY ANNOUNCEMENT
Edgecombe County Health Department
Local Public Health Administrator I

The Edgecombe County Health Department is seeking a qualified applicant for the position of Local Public Health Administrator I. This position is responsible for planning, coordination, implementing and evaluating all functions of the HomeCare and Hospice programs including Home Health, Hospice, Bridge and Community Alternatives Program. Oversees internal quality improvement program for programs and staff to achieve optimal clinical outcomes, appropriate and cost-effective care delivery, client satisfaction, and financial viability.

Knowledge, Skills and Abilities:

Considerable knowledge of principles, methods and techniques of efficient administration, including public relations, personnel administration, budgeting, accounting and office management. Considerable knowledge of public program administration. General knowledge of social, medical, and economic factors of the community served. Ability to plan, coordinate, and direct a staff of technical and medically related personnel. Ability to interpret and apply laws and policies to specific problems relating to agency activities. Ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public.

Minimum Training and Experience Requirements:

Master's degree in public health administration from a two-year program and one year of experience in administrative management; or master's degree in any area of public health and two years of administrative management experience, one of which must be in a health related program; or master's degree in public administration or any health related field and two years of administrative management experience in a health related program; or graduation from an accredited four-year college or university and four years of experience in a human services field, two of which must have been in a health related program with at least one year in a supervisory or administrative capacity; or an equivalent combination of education and experience. Registered Nurse preferred.

Salary Range: \$41,116-\$61,037

Applicants must complete and submit a NC State Application (PD107). The PD107 may be obtained from the Employment Security Commission Office or online. Send application materials to: Edgecombe County Health Department, Attention: Julie Keel, Personnel Asst. 2909 Main Street, Tarboro, NC 27886.

Closing Date: March 3, 2010 or Until Filled

The Edgecombe County Health Department is an Equal Opportunity/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug/criminal background check required.