453-16-501
Local Public Health Administrator I
The Edgecombe County Health Department is accepting applications for a full time Local Public Health Administrator I. The position is responsible for overseeing the accreditation process and evaluating a variety of health programs. Detects administrative and management problems concerning fiscal, personnel, and general business activities of the agency. Represents the agency at meetings and conferences. Responds to request for information from county and state officials, including Human Services Board members, County Manager, Regional and DHHS Representatives, etc. Seek to proactively detect problems concerning fiscal activities of the agency and established necessary procedures and controls. Preaudit and approve all department requisitions, invoices, and disbursements, assuring that these are processed in compliance with County Budget Ordinance and Fiscal Control Act. Serve as resident staff person in conflict/complaint resolution, staffing, policy interpretation, disciplinary actions, dismissals, demotions, appeals, FMLA, FLSA, ADA, and other personnel issues. Must ensure equity and fairness in recruitment. Oversee the maintenance of personnel records. Serve as contract manager for agency.

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 related to agency activities. Ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public. Knowledge of competitive service, county personnel policies and regulations.

Master’s degree in public administration from a two-year program and one-year 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 service field, two 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.

Valid North Carolina driver license, pre-employment drug testing and background check required.

A detailed job description is available upon request.

Starting Salary: Depending on experience and credentials. Compensation for full time employees include excellent benefits that total over $11,000 annually.

Apply for this position

The Edgecombe County Health Department is an Equal Opportunity Employer/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act.