

Administrator Public Health - Medical Services

Salary

\$82,088.76 - \$106,796.56 Annually

Location

Pontiac, MI

Job Type

Full Time

Department

Health/Administration

Job Number

2020-131

Closing

Continuous

Job Summary

Under limited direction, is responsible for the development and administration of a comprehensive countywide program within public health, administrative planning of policies and procedures, and provides administrative support and technical assistance to staff engaged in providing fiscal, personnel, purchasing, clerical, information technology, planning and evaluation services in support of the Division. Develops the Division's budgets for both county funds and other sources of funding in coordination with other service administrators, and monitors expenditures to ensure budget compliance. In the absence of the Health Officer, may represent the Health Division at various Board of Commissioners and committee meetings, conferences and meetings with other health related agencies. Utilizes current Countywide and/or department specific software to complete assignments.

Minimum Qualifications

Applications will be rejected if the following information is not provided at the time of application:

- **Transcript with award date**
- **Thoroughly documented work history**
- **Valid Driver's License number**
- **The application is incomplete in ANY capacity**

1. a. Possess a Master's Degree from an accredited college or university in Nursing, Nutrition, Health Education, Public Health, Public Administration or a closely related field; AND

b. Have had at least seven (7) years of full-time increasingly responsible experience in a nursing agency, including three (3) years in a supervisory or administrative capacity; OR

2. a. Possess a Bachelor's Degree from an accredited college or university in Nursing, Nutrition, Health Education, Public Health, Public Administration or a closely related field; AND

b. Have had at least nine (9) years of full-time increasingly responsible experience in a nursing agency, including three (3) years in a supervisory or administrative capacity.

NOTE: Applicants possessing transcripts from a college or university outside of the United States will be required to provide documentation of degree equivalency from a member of the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The degree

evaluation will be required for application processing.

3. Possess a valid United States motor vehicle operator's or chauffeur's license. Out of country driver's license holders will be required to obtain the appropriate valid State of Michigan driver's license before the hire date.
4. Pass the complete examination, including the employment medical established for the classification.
5. Successfully complete the six month probationary period.

REQUIRED DOCUMENTS:

Work History

You are required to include your work experience in the Work Experience Section of your NEOGOV application. If you have previously included work history on a resume you **must transfer** your work history into the Work Experience Section prior to applying. **Attached resumes will not be reviewed or considered.** Please review the job posting, specifically the purpose of the position and the minimum qualifications, prior to answering the work experience question; and note that only related work experience will be considered. **NOTE: Provide full detail in the employment history section noting the skills, experience and hours worked per week pertaining to the minimum qualifications.**

College Transcripts

If you have completed education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, and applicant name; and is in a format that cannot be modified or edited. Your application will not be considered for further review if you have failed to provide this information. **Transcripts from outside the United States must be assessed for U.S. equivalency by a NACES National Association of Credential Evaluation Services (<http://naces.org/members.html>).** This documentation must be attached to your application if you are certifying you have an education higher than high school/GED. **NOTE: This section is used for TRANSCRIPTS ONLY. Other documents such as reference, cover letter, resume, etc are prohibited and will not be reviewed. If a job offer is made, an official transcript will be required.**

Special Requirements

1. Must maintain a valid motor vehicle operator's or chauffeur's license.
2. Must submit to immunizations as required by the Department of Health & Human Services and to periodic tuberculin skin tests or chest x-rays at County expense.

Agency

Oakland County Michigan

Address

2100 Pontiac Lake Road

Waterford, Michigan, 48328

Phone

248-858-0530

Website

<http://www.oakgov.com>