



About the Position: The Mississippi State Department of Health is seeking to fill an Administrative Support Team Lead (Director IV) vacancy in Warren County.

Job Responsibilities: This is a first-level supervisory administrative support position. This position will be accountable for assisting higher level supervisors with overseeing and coordinating the work of staff by doing a limited range of general activities in direct support of agency programs or operations. Employee supervision includes hiring recommendations, training, planning, assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires this position to have the knowledge and skills to perform and review the work overseen.

To be Successful: Candidate should demonstrate good communication skills, leadership skills, customer service, must possess the ability to work well independently upon instruction, must have knowledge and skill to both perform and review the work that is overseen, and good rapport with patients and the public.

Salary Range: \$36,624.00 to \$49,991.76 – Directly related experience and advanced education will be considered for additional salary increases beyond the starting salary.

Schedule: 40 hours/week

Location(s): Warren County with routine travel within the County.

Preferred Qualifications: Typically requires a High School Diploma or equivalent and 5-7 years of experience.

Reference Job Action #: 17182

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé through [MSDH Online Application](#).

MSDH is an Equal Opportunity Employer