



About the Position: The Mississippi State Department of Health is seeking to fill a Deputy Administrator – Tier I (Regional Administrator) position located in the Central Region.

Job Responsibilities: The Deputy Administrator – Tier I duties will include providing oversight of general administrative and service functions relating to the operations of the Central Public Health Region, that consists of 17 health departments and two Regional Offices in Jackson and Meridian. Responsibilities include, but not limited to, approving all HR actions, reports, annual regional budget, fiscal accountability, developing and maintaining effective community relations with the public, county elected officials and community partners; and completing other duties as assigned.

To be Successful: Candidate should have excellent multitasking, organizational skills and written and verbal communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Learn knowledge of MSDH programs and use that knowledge effectively to assist with employee lifecycle. Previous clinical management experience is preferred.

Salary Range: \$66,944.47 - \$114,224.00 - Directly related experience and advanced education will be considered for additional salary increases beyond the starting salary.

Schedule: 40 hours/week

Location(s): Central Region

Preferred Qualifications: Master's degree and seven years of experience, or a Bachelor's degree and eight years of experience, five of which must have included line, functional administrative, or advanced technical supervision.

Reference Job Action# 16584

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