



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Field Services, is seeking to fill a Program Specialist Supervisor (Budget Director) position within the Center of Public Health Transformation. *This is a promotional opportunity, only open to individuals who are employed with the Mississippi State Department of Health.*

The Budget Director (Program Specialist Supervisor) is a Second-level Program Management and Support supervisory position responsible for the administration of statewide programs, including supervising staff directly managing these programs. Employees are accountable for managing program financial resources and assisting the Center director in determining needed policies and procedures for the Center or program. At this level, employee supervision includes hire recommendations; training; work planning, assignments, and review; and performance assessment, coaching, and progressive discipline. Supervision at this level also requires employees to possess the knowledge and skills to perform and review the work overseen. Center specific duties will include Supervision of Finance and Accounts Payable for Field Services; Budgeting activities; Completion and auditing of financial reports; Procurement approval, and other duties as assigned.

Successful employees need to have excellent multitasking, organizational, and communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Need to have knowledge of MSDH programs and use that knowledge effectively to assist clients and/or patients as needed.

Salary: \$61,416.94 - \$83,834.13

Location(s): Hinds County

Qualifications: Bachelor's degree with 7+ years of experience and 2-4 years of supervisory experience

How to apply: Interested applicants should submit the *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) thru the Mississippi State Personnel Board.

Mississippi State Department of Health, Office of Human Resources
Attn: David Caulfield, Field Services
P.O. Box 1700
Jackson, MS 39215

MSDH is an Equal Opportunity Employer

Southern Public Health Region
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