



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Tobacco Control is accepting applications for a **Bureau Director, Deputy** position. The Office of Tobacco Control (OTC) works to protect all Mississippians from the dangers of tobacco products through the prevention of initiation among youth, increasing the availability of tobacco cessation services, decreasing tobacco-related disparities, and eliminates exposure to secondhand smoke. In support of these activities, some of the responsibilities of position include:

- Perform in a leadership and professional capacity relative to managing the operations of the Systems Change Component of the office
- Oversee the development, implementation, and evaluation of statewide provider member organizations, cessation treatment programs, and behavioral health activities
- Develop, maintain, and submit reports regarding Statewide Programs to support the CDC's 5-Year Cooperative Agreement (DP20-2001) - includes monthly comprehensive reporting, new applications for funding, renewal of funding, bi-annual and annual progress reporting
- Direct the activities of one Branch Director II Cessation position
- Facilitate the convening of the Mississippi statewide Subgrantee Meeting, annually. This includes, but is not limited to, coordinating the logistics of the meeting, selecting venue, and developing the agenda

OTC's ideal candidate would be self-motivated and complete tasks efficiently and effectively. Please follow this [link](#) to view the job requirements on the Mississippi State Personnel Board website. To apply send your resume to [recruitment@msdh.ms.gov](mailto:recruitment@msdh.ms.gov) with OTC BD Deputy in the subject line.

*MSDH is an Equal Opportunity Employer*