



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The [Public Health Program Specialist Supervisor](#) will be responsible for the oversight of special projects within the Office of Community Health and Clinical Services. The duties and responsibilities will include, but are not limited to, working across all programs within the office which includes administration, program development, program evaluation, health promotion, workforce development, grant writing, report writing, develop contracts and sub-grants, input information into agency system(s), serve as a liaison for the office to community, local, and state agencies related to specific and assigned programs within the office, supervise activities of staff, and other projects and/or duties as assigned.

This position requires strong communication and interpersonal skills, a sense of workflow management, and excellent problem solving/decision management skills. The applicant must have leadership, management, and grant writing skills.

**Salary:** \$56,345.82-\$64,797.69 | Based on education and experience.

**Location:** Jackson, MS

**Qualifications:** Typically requires a master's degree or higher from an accredited four-year college or university, 6 plus years of related experience and 1-2 years of supervisory experience or statewide program oversight. The applicant should have basic knowledge of laws, regulations, established policies and procedures when addressing and resolving challenging issues.

**How to apply:** Interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area s/he is applying; 2] State of Mississippi Employment Application ([State of Mississippi Employment Application](#)) and resume to:

Mississippi State Department of Health  
Office of Community Health and Clinical Services  
Attn: Patricia Webb  
P.O. Box 1700 Jackson, MS 39215  
Fax (601) 576-7931  
Or email to:  
[Patricia.Webb@msdh.ms.gov](mailto:Patricia.Webb@msdh.ms.gov)

To learn more about the Mississippi State Department of Health, please visit our website at <http://www.msdh.state.ms.us>.