



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Southern Region, District VIII, is seeking to fill a Program Specialist III (Branch Director II/DOSA). This is a mid-level Program Management and Support professional position accountable for directing, analyzing, and supervising the processes and activities of a more complex agency program. Employees are responsible for the planning, evaluation, financial and management analysis, and operational auditing of a large and complicated program consisting of multiple projects. Employees at this level typically have specialized technical skills and exercise a higher degree of decision making and independence. Accountable for training and monitoring the work of lower-level program staff.

Position will serve a district by: Planning, directing, and coordinating clerical support activities of health departments through office managers and other subordinate personnel; ensuring coordination with other disciplines and other programs at the county, district, and state level; providing administrative leadership for all clerical staff in the district; and monitoring performance thru audits, training, and technical assistance; other duties as assigned.

Salary Range: \$43,509.31

Location(s): District VIII Office (Hattiesburg)

Qualifications: Typically requires a Bachelor's degree and 2-4 years of experience

How to apply: Interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area in which he/she is applying; 2) *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

Mississippi State Department of Health
Office of Human Resources
Attn: Southern Region Administrator
P.O. Box 1700
Jackson, MS 39215
Fax: (601) 576-8067

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