



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health is seeking to fill a Public Health Program Specialist III vacancy. This is a seasoned professional position accountable for researching, consulting, planning, promoting, implementing, or evaluating a public health program, service, or grant or implementing environmentally influenced public health laws and regulations. Accountable for supporting health program teams through accomplishing or contributing to components of more complex work or programs.

The Public Health Program Specialist III will provide technical assistance/consultation to county and regional staff regarding MSDH office management systems. Reviews MSDH office management policies and procedures and initiates revisions as necessary. Ensures revisions are communicated to appropriate staff. Assists in developing training for MSDH office professionals. Monitors proper administration of office management systems through record and program reviews. Represents the agency in matters related to office management/clerical procedures. Directs MSDH records storage processes and ensures records are properly archived and stored. Serves on the state records committee. Provides direction and expertise in agency program and policy development. Organizes and facilitates district staff meetings for DOSAs. Other duties as assigned.

**Salary Range:** \$49,991.76

**Location(s):** Hinds County

**Qualifications:** Typically requires a bachelor's degree and 4+ years of experience.

**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 through <https://www.governmentjobs.com/careers/mississippi>.

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