



Job Title: Public Health Administrator

Position Location: Devils Lake, North Dakota. *Occasional state travel is required.*

Type: Full-Time (M-F 8:00 am to 5:00 pm.) *May occasionally be required to work outside of duty hours.*

Compensation: Salary Range: \$70,000 - \$95,000 Annually

Posted Date: May 30, 2023

Closing Date: June 13, 2023, 5:00 pm

Lake Region District Health Unit (LRDHU) is looking for a Public Health Administrator to manage and oversee the public health efforts in Ramsey, Benson, Eddy, and Pierce counties in North Dakota. As Administrator, you will collaborate with local and state department offices and stakeholders on planning, developing, organizing, and expanding public health prevention, promotion, and protection efforts in the Lake Region area. In addition, the position is responsible for the overall operation of all programs and activities.

Duties of the Public Health Administrator:

Duties include but are not limited to:

- Formulate and administer comprehensive public health programs based on needs and available resources. Make recommendations to the Board of Health on general policies and procedures, goals, proposals, and methods of service delivery for public health and clinical care programs.
- Plan, organize, and direct the work of professional, technical, and administrative staff engaged in the delivery of health services and administration of public health initiatives.
- Work closely with the county commission-appointed Medical Officer in response to community health needs
- Formulate and establish policies for the operation of the health department as defined by Statutes, Regulations and under the guidance of the Local Board of Health (BoH)
- Prepare Department budget for monthly, quarterly, and annual financial records.
- Direct searches for new funding sources and oversee grant applications.
- Ensure compliance with all grants and contracts and with public health statutes and regulations.
- Design and monitor emergency response plans and manage infectious disease outbreaks.
- Represent the department at public meetings, state and national conferences, and community events.
- Maintain the Department's Community Health Improvement Plan and other planning functions.
- Advise the Administration, BoH, and community regarding public health.
- Responds and participates in emergency operations and incident management.
- Acts as liaison with various local, state, and national associations.
- Must work the day and hours necessary to perform all assigned responsibilities.

Minimum Qualifications:

A bachelor's degree in Public Health, Healthcare Administration, or a directly related field, with at least one year of experience in a full-time management/leadership role. Demonstrated experience in progressively responsible high-level executive health care or government agency-related administrative experience, preferably in a public health setting. Experience should include working with community health care agencies and responsibility for community contact.

Preference will be given to candidates possessing the following:

- A master's degree in Public Health, Healthcare Administration, or a related field.



Knowledge, Skills, and Abilities:

To qualify, you must possess the following knowledge, skills, and abilities, as demonstrated through education and previous experience:

- Thorough knowledge of the laws, general statutes, policies, procedures, rules, and regulations governing public health programs in the state.
- Considerable knowledge of principles, methods, techniques, and health care management theory.
- Thorough knowledge of principles, methods, and efficient administration techniques, including public relations, personnel administration, budgeting, and general management.
- Thorough knowledge of current trends, programs, and practices in the public health field.
- Comprehensive knowledge of the county's social, medical, and economic factors.
- Ability to interpret and apply laws and policies to specific problems related to public health programs.
- Considerable knowledge of supervisory principles.
- Knowledge of mathematics and budget preparation.
- Knowledge of interviewing techniques.
- Ability to negotiate agreements.
- Ability to communicate effectively orally and in writing to individuals and groups.

Lake Region District Health Unit offers an excellent benefits package, including:

- Employer paid full family coverage for health insurance
- North Dakota Public Employees Retirement System (NDPERS)
- Paid holidays, Vacation Leave, Sick Leave, and Funeral Leave
- Employee Assistance Program (EAP) for all household members
- Life Insurance
- Option to participate in: Dental, Vision, AFLAC, Flex: Childcare & Medical, Deferred Comp

Required application materials:

- Completed LRDHU employment application found at LRDHU.com
- Cover letter with your contact information
- Resume

Submit application materials to:

Brian Senger by email: bsenger@nd.gov

or

Lake Region District Health Unit

Attn: Ramsey County Human Resources Director

524 4th Ave NE Unit 21

Devils Lake, ND 58301

*** Interviews will be scheduled to take place tentatively the week of **JUNE 19-23, 2023**. All offers of employment will be contingent on the successful completion of pre-employment criminal background checks and reference checks. ***

Applications for public employment will be confidential unless deemed a finalist per NDCC 44-04-18.27.



Reasonable Accommodations:

- In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the LRDHU Administrator, Ashley Peterson, in writing or by telephone, at the time of application.

ND Relay: <http://www.relaynorthdakota.com/>

Equal Opportunity Employer:

- LRDHU does not discriminate based on race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services and complies with the requirements of the North Dakota Human Rights Act.

Veteran's Preference:

Any individual seeking Veteran's Preference must submit documentation proving their ND residency and eligibility under NDCC 37-19.1 by submitting the following:

- The veteran must submit a Form DD-214;
- Disabled Veterans must submit a Form DD-214 and a current statement of disability from the Veterans Administration which is less than one year old;
- Spouse of a Disabled Veteran must submit a Form DD-214, a copy of the marriage certificate, and a current statement of disability from the Veterans Administration which is less than one year old; or
- The spouse of a Deceased Veteran must submit a Form DD-214, a copy of the marriage certificate, and a copy of the veteran's death certificate.