

Sullivan County Public Health Services is seeking to fill the following position:

DIRECTOR OF ADMINISTRATIVE SERVICES – PUBLIC HEALTH

This position involves high-level administrative and supervisory responsibility for assisting in the leadership, planning, coordination, and oversight of Sullivan County Department of Public Health. The work is performed under the general direction of the Public Health Director with considerable leeway allowed for the use of independent judgment in carrying out departmental operations and strategic initiatives. The Director of Administrative Services - Public Health assists in the oversight of agency programs, workforce development, quality improvement, compliance, strategic planning, policy development, performance management, and operational administration. Responsibilities include supervision of professional, administrative, programmatic, and support staff, and coordination of agency-wide initiatives related to quality assurance, accreditation readiness, workforce competencies, regulatory compliance, and program evaluation.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Public Health, Health Administration, Public Administration, Nursing, Social Work, or a closely related health or human services field; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Health, Health Administration, Public Administration, Nursing, Social Work, or a closely related health or human services field, and three (3) years of satisfactory public health administration or healthcare management experience; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SALARY: \$99,916.00-\$112,871.00 commensurate with experience

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V