

JOB ANNOUNCEMENT
Health/Human Service Program Administrator IV*
Family Planning Program Director
North Dakota Department of Health

Starting Salary: \$4,849/month

Closing Date: December 28, 2014

Location: Bismarck, ND

Status: Full-time/Regular

Position Number: 301-1870

Type of Recruitment: Internal/External

Date of Issue: December 9, 2014

Division: Family Health

Minimum Qualifications:

Requires a bachelor's degree with a major in business or public administration or in a health or medical related field, and four years of related professional work experience in program administration or a master's degree in one of the above listed fields and two years of experience in program administration. Preference will be given to qualified applicants with experience in: grant and budget management; planning, managing and evaluating statewide health-related programs; supervising employees; and public health. The ability to work with a wide variety of public and private health care professionals, along with effective verbal and written communication skills are essential.

Application Procedures:

*Re-advertised to expand the applicant pool, previous applicants need not reapply as they are still being considered.

All applications for open Department of Health positions must be made via the Careers site: https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteId=11000. Paper submissions will not be accepted. Application materials must be received by 11:59 PM on the posted closing date. All potential applicants must attach and/or upload the following documents in .pdf, .docx, or .doc format:

- Resume
- Cover letter that includes a brief description of the applicant's background/qualifications
- College transcript (copies or unofficial versions are acceptable)

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veterans' Affairs Office.

Please fill in all requested information, such as dates of employment, hours worked per week, credits earned, etc.

Applications will be scored against the minimum qualifications and preferences listed on the job announcement and qualifying military service. After the scoring is completed, a certified list of eligible candidates and the applications will be forwarded to the hiring manager for further consideration and possible interview, based on the final scores.

For more information about the position, contact Kim Mertz, Division of Family Health, at 701.328.4528. For assistance in the application or interview process, contact Dirk Wilke, Human Resources Director, at 701.328.2392 or TTY 800.366.6888.

Applicants must be legally authorized to work in the United States. Sponsorships will only be considered if funding is available.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

Summary of Work:

The Family Planning Program Director is responsible for program planning, development, management and ongoing public and staff relations for the statewide family planning program. This is accomplished through duties related to program monitoring to assure compliance with program standards; writing and negotiating grant applications and contracts with community, federal and state agencies; providing consultation, technical assistance and training to the program delegate agencies; and staff supervision. Also serves as the contact point for information and resources relating to women's health issues.

An Equal Opportunity Employer