

ALLEGANY COUNTY HEALTH DEPARTMENT JOB ANNOUNCEMENT

ADMINISTRATOR I—Director of WIC Program (includes benefits)

LOCATION: WIC Unit, Allegany County Health Department

NATURE OF WORK: Administer and direct daily operations of the WIC Program. Ensure compliance with federal and state WIC regulations. Develop, monitor, and revise local agency policies and procedures to remain in compliance with regulations. Prepare annual budgets in accordance with awarded WIC funding. Monitor and modify budgets as required. Prepare projections for future budgets. Oversee WIC information system. Develop and maintain working relationships with other programs, health care providers, social service/community agencies, WIC vendors, and other WIC programs nationwide. Determine staffing needs. Plan, organize, and supervise work of all program staff. Recruit, hire, orient, and manage training of staff. Recommend promotion and/or termination of staff as required.

MINIMUM QUALIFICATIONS: *Bachelor's degree from an accredited college; PLUS
*Four years of experience in administrative staff or professional work

NOTES: *Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the bachelor's degree.
*Additional graduate level education may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience.

PREFERRED QUALIFICATIONS: *Experience planning, organizing, and directing the work of others
*Experience with finances and/or managing and monitoring budgets

SALARY & BENEFITS: \$44,017 annually to start.
Maryland State employment benefits include subsidized health insurance, 11 paid holidays, annual leave, sick leave, personal leave, and pension.

HOURS: Full-time, day shift; no work on weekends.

YOU MUST APPLY ONLINE AT:

www.dbm.md.gov/jobseekers

Click on "State Jobs"

Click on "State Jobs" again

At Keyword, type "Administrator"

At Location dropdown menu, select "Allegany"

At Type dropdown, select "Regular Active Recruitment"

Hit Search and scroll down to "Administrator I"

~~APPLICATIONS WILL BE ACCEPTED UNTIL THURSDAY, 9/14/17~~

EQUAL OPPORTUNITY EMPLOYER

PLEASE POST/CIRCULATE

ISSUED: 8/31/17