



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

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The Mississippi State Department of Health's **Tallahatchie County Health Department** is seeking to fill **Admin Support Team Leader (Office Manager)** vacancy. The Mississippi State Department of Health's mission is to protect and advance the health, well-being, and safety of everyone in Mississippi.

The **Admin Support Team Leader (Office Manager)** provides oversight of general administrative and service functions relating to the operations of a county health department or multiple county health departments to include but not limited to employee time and attendance, leave, property inventory, maintenance of records, fiscal accountability and submission of reports; provides supervision to clerical, administrative personnel and independent contract providers; provides training and staff development to employees and health department staff; develops and maintain effective community relations with the general public, county elected officials and community partners; other duties as assigned

**Salary Range:** \$36,624.00 - \$49,991.76 - Directly related experience and advanced education will be considered for additional salary increases beyond the starting salary

**Location(s):** Tallahatchie County (routine travel within region required)

**Qualifications:** High School Diploma or equivalent and 5 - 7 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* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

The Mississippi State Department of Health  
**Becky Horton, RN**, District Operations Director  
**Delta Public Health Region - Greenwood**  
701 Yalobusha Street  
Greenwood, MS 38930  
(F) 662-453-4592  
(C) 769-268-5507

To learn more about the Mississippi State Department of Health, please visit our website @ <http://www.msdh.ms.gov>.

***MSDH is an Equal Opportunity Employer.***