



**RANDOLPH COUNTY HEALTH DEPARTMENT  
ANNOUNCEMENT OF JOB OPENINGS**

POSITION: Administrator

POSTING DATE: 5/26/17

SUPERVISOR: RCHD Board of Trustees

DEPARTMENT: Administration

JOB POSTING OPEN: 5/26/17

JOB POSTING CLOSED: 6/14/17

POSITION WILL BE: Full-Time 40 hours/week

CLASSIFICATION: Regular

**QUALIFICATIONS:**

Graduation from a four-year college or university with specialization in public or business administration, hospital or medical care, administration, hospital or medical care administration, nursing, education, the biological science or closely related areas. Must be able to pass criminal background check and drug screening after job offer accepted.

**EDUCATION:** A Bachelor's Degree in Public Health or a health related field. A Master's Degree is preferred.

**EXPERIENCE:**

Five years of responsible professional or technical experience in the field of Public Health, medical care, public or business administration or closely related fields, of which at least two years must have been in a supervisory or consultative capacity.

**DESCRIPTION OF JOB:**

This individual is responsible for planning, developing and directing the public health programs in Randolph County Missouri. Work includes responsibility for coordinating all activities of the local health department to insure conformance with the state-wide public health program. Work also involves frequent contacts with community groups, local officials, and the general public regarding public health activities. Supervision is exercised over a professional, technical and clerical staff. General supervision is received from a five member elected board of trustees; however, the employee exercises personal discretion and judgment in directing the activities of the department.

  
Signature

5/26/17  
Date

Employees should feel free to apply for positions if they meet the qualifications. Administrator/Supervisors reserve the right to refuse interviews to applicants who do not meet the experience or educational requirements for a position.

**\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\***

All services provided on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, handicap, or age.