

## Public Health Administrator 1

### Vital Records and Statistics

#### Nashville, TN

#### Who we are and how we impact Tennessee:

TDH incorporates our values into the work we do each day to achieve our mission, live our vision and address our two strategic priorities of prevention and access.

#### Mission:

Protect, promote and improve the health and prosperity of people in Tennessee.

#### Vision:

- Healthy People
- Healthy Communities
- Healthy Tennessee

#### Our Values:

- Collaboration
- Excellence
- Integrity
- Compassion
- Respect
- Health Equity

#### Strategic Priorities:

##### Prevention:

- Support Local Leadership
- Decrease Youth Obesity
- Decrease Tobacco Use
- Decrease Substance Misuse
- Prevent and Mitigate Adverse Childhood Experiences

##### Access:

- Optimize Internal Clinical Efficiency
- Improve External Primary Care Access
- Leverage Innovation
- Expand Partnerships

[TN State Careers](#)

#### Job Overview:

The Tennessee Department of Health's (TDH) Division of Vital Records and Statistics seeks a highly motivated, qualified individual to fill the position of Public Health Administrator 1 to oversee the budget, grants, and contracts management for the Division's federal and state programs. Candidates for this position must have moderate to high-level budget and contracts management experience, excellent organizational skills, keen attention to detail, strong oral and written communication skills, the ability to forge and maintain professional collaborations, and demonstrated knowledge of the general principles of budget management and reporting.

This is an Executive Service position and will report directly to the Director of the Division of Vital Records and Statistics. This position will supervise two employees directly and an additional four employees indirectly.

**Salary:** \$4,769-\$8,585 per month

#### Key responsibilities:

Job duties for this position include maintaining up-to-date records of the Division's budget and expenditures, completing time-sensitive contracts and payment of invoices, maintaining Division property and records, and facilitating the accurate and timely completion of the procurement of services and goods. Expectations for this position include developing and updating the Division's annual work plan; preparing monthly summaries of expenditures; collaborating effectively with Division staff on all fiscal, procurement, and grant/contract projects; overseeing the utilization and reconciliation of the Division's procurement; monitoring contractor billing and payment; oversee the daily operation of the division's mail room, monthly billing, refunds, facilities management, procurement, forms and records management, travel, inventory, Information Technology and telecommunications request and cashiering operation; conducting routine audits on office property and supply inventories; and implementing competitive procurements for services.

#### Minimum qualifications: (Education and Experience)

Education and Experience: Graduation from an accredited college or university with a degree in finance, accounting, business administration, grants management, administrative services, or a similarly related field. Experience with federal and state grants/contracts a plus.

**Benefits:**

12 paid holidays  
Health Benefits available  
Paid vacation and sick leave  
Loan repayment options  
Pension and 401(k) options  
Employee discount program and more!

**To apply:**

Complete application process through [Gray.Bishop@tn.gov](mailto:Gray.Bishop@tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*