



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

Division of Public Health

Rhonda M. Medows, MD, Commissioner

Sonny Perdue, Governor

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Atlanta, GA 30303-3159

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Immunization Section Director

Division of Public Health

Infectious Disease & Immunization Branch/Immunization Section

Job Description

The Georgia Department of Community Health, Division of Public Health is seeking candidates for the position of Immunization Section Director (MG1: Business Operations) in our Atlanta Office.

The Immunization Section Director is responsible for developing strategies to increase immunization coverage levels among all Georgia citizens; ensuring that federal, state, local and other funds are expended as they were intended; implementing immunization-related initiatives effectively and efficiently; and meeting all state/federal technical reporting requirements and deliverables. The Immunization Section Director represents the state's perspective in the Association of Immunization Managers (AIM). Additional duties and responsibilities of the Immunization Section Director includes:

- Overseeing the development and on-going management of the Immunization Section with statewide impact in health, education, social services, and human resources management.
- Developing and managing operating budget comprised of multiple funding sources.
- Managing human resource and employee relation functions.
- Creating and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Maintaining knowledge of current trends and developments in the fields by reading appropriate books, journals, and other literature and attending related seminars and conferences. Applies pertinent new knowledge to performance of other responsibilities.

Qualifications

Completion of a Bachelor's degree in any field AND four years of human service program planning, evaluation, or professional-level delivery experience in work related to the area of assignment

OR

Completion of a Master's degree in Public Health, Public Administration, or a field related to the area of assignment AND two years of human service program planning, evaluation, or professional-level delivery experience in work related to the area of assignment.

The successful applicant will possess competencies in the areas of oral communication, written communication, interpersonal skills, teamwork, leadership, and planning/evaluation. Basic computer skills, such as basic word processing, are also required.

NOTE: Examples of qualifying professional-level work are Public Health Planner, Communicable Disease Specialist, Public Health Educator, a reporter working for an AIDS/HIV journal. THESE ARE ILLUSTRATIVE EXAMPLES AND ARE NOT A COMPREHENSIVE LIST. Experience that might substitute for education could be professional-level work as listed above (substituting for some part of the Master's degree), or paraprofessional human services work, for example, Public Health Caseworker or Behavior Technician (substituting for some part of the Bachelor's degree). Clerical work would normally not substitute for any part of the Bachelor's degree requirement.

Preference will be give to applicants who, in addition to meeting the above requirements, possess knowledge/experience in one or more of the following:

- Completion of a Master's degree in Public Health, Public Administration, or a field related to Immunization.
- 5 years supervisory experience.
- Immunization and/or Vaccine-Preventable Disease Epidemiology/Surveillance experience

Benefits

In addition to a competitive salary (**\$52,172- \$71,655**), we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Area Information

This position is located in metro [Atlanta](#).

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

Applying for this job

Please email your cover letter and resume in Microsoft Word format to: ph1@dhrrjobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject: **Immunization Director 80752**

The candidate selected for this position may be subject to pre-employment drug screening, a criminal background check and reference check.

The Georgia Department of Human Resources provides services to ensure the health and welfare of Georgians. As an employee of DHR, in the event of an identified emergency, you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the Department.

DHR is an Equal Opportunity Employer