CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Public Health Services Administrator (Population-Based Services)

The City of San Antonio is recruiting for a Public Health Services Administrator. Under general direction this employee is primarily responsible for the budgetary, management and administrative oversight of the following divisions and programs within the Population-based Services areas: Project WORTH, Health Alliance, Healthy Start, Steps to a Healthier San Antonio, Resource Development, Public Relations, and Community Health Assessment within the San Antonio Metropolitan Health District.

Essential job functions include, but are not limited to the following: Manages the activities of the Population-Based Services area of the San Antonio Metropolitan Health District (SAMHD); develops and administers the budget of respective divisions and within the Population-Based Services area; develops and implements policies and procedures to ensure optimal function within divisions; monitors the Population-Based Services areas performance, and evaluates the division managers; attends and participates in public hearings and meetings related to the Population-Based Services area; develops and conducts presentations to City Council, community groups, and organizations; develops and maintains emergency response plans to natural disasters, pandemic outbreaks, man-made disasters or health epidemics, etc. as related to the Population-Based Services area; responds and takes a leadership role in the event of community-wide emergencies through the Public Health Emergency Preparedness Division and Incident Command Structure; represents the SAMHD at a variety of meetings, functions, and events; provides leadership and oversight of the departmental efforts in the development and submission of grant proposals related to Population-Based Services divisions, functions and programs; Ensures the coordination of Population-Based Services with SAMHD Clinical Services, where appropriate.

The ideal candidate should possess current knowledge and understanding of how to effectively manage each division and program within the assigned Services area. Employee must be proficient in the development and implementation of policies and procedures within each division and across divisions within the service area to maximize efficiencies and ensure compliance with each division's respective granting agencies. In addition, employee must have the ability to respond rapidly and effectively during a bio-terrorism event, working with the Public Health Preparedness Division to develop resources and skills in maximizing response efficiency and must be experienced in the administration of program budgets, as well as complex grant applications. This position requires that the successful candidate possess a Master's Degree from an accredited college or university with minimum 15 hours of basic science, community health, public health, social work, or any combination thereof; and five years of increasingly responsible experience in community or public health to include three years of administrative/managerial experience. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary ranges from $51,924 to $77,892, depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and is subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments) and three to five work reference with contact information to: City of San Antonio Human Resources Department, Attention: Brenda Evans, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Opened Until Filled**

For additional information contact Brenda Evans at (210) 207-7978