



CITY OF HOUSTON
invites applications for the position of:
ASSISTANT DIRECTOR (EXE LEV)

SALARY: \$3,776.00 - \$4,835.00 Biweekly
\$98,176.00 - \$125,710.00 Annually

OPENING DATE: 12/19/2017

CLOSING DATE: 02/20/2018

POSITION OVERVIEW:

PN# 18351: ASSISTANT DIRECTOR (Executive Level)

Applications accepted from: ALL PERSONS INTERESTED

Department: Health & Human Services

Reporting Location: 8000 N. Stadium

Workdays & Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.*

*Subject to change

The Assistant Director directs and manages the Office of Surveillance and Public Health Preparedness.

CORE FUNCTIONS

- Provides public health expertise and leadership for the Department.
- Serves as a consultant for ongoing public health practice as it relates to prevention, communicable and chronic diseases, emerging public health issues and has extensive knowledge of population health, preventive medicine, Laboratory oversight, Public Health Preparedness, Jail Health program and Epidemiology.
- Demonstrates extensive public health expertise to implement and provide strategic direction for following areas: Laboratory Services, data and epidemiology investigations and analysis, Public Health Preparedness, Jail Health and Informatics program to ensure alignment with HHD goal and priorities and best practices.
- Demonstrates organizational effectiveness management, optimal people and resources utilization, and effective data-driven decisions to balance public health issues, departmental priorities, stakeholder interests and make effective decisions.
- Develops evidence-based programming utilizing data-driven outcomes for program and policy decisions to ensure continuous quality improvement and program effectiveness.
- Ability to integrate performance management into program activities, provide coaching and mentoring for improved success as well as provide personalized recognition to celebrate success. Clearly demonstrates and articulates a vision and expectation to the team and obtain commitment for program and Department success.

- Provides oversight of various grant and general fund budgets and seeks opportunities for additional grant submissions.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort in a normal office environment.

MINIMUM REQUIREMENTS:

EDUCATION

Requires a Bachelor's Degree in Business Administration, Public Administration or a closely related field to the duties of the position.

EXPERIENCE

Seven (7) years of progressively responsible experience are required. With at least three (3) of those years in a managerial capacity. A Master's degree may be substituted for two (2) years of experience.

LICENSE

A valid driver's license and compliance with the City of Houston policy on driving are also required.

PREFERENCES:

Preference will be given to applicants that possess a Master's in Public Health or Epidemiology or PhD in a field closely related to the duties of the position.

Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED

The Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 32

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm>.

Due to the high volume of applications received, the Hiring Department will contact you directly, with specific instructions, should you be selected to advance in our recruitment process.

EEO Equal Employment Opportunity: The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

**ASSISTANT DIRECTOR (EXE LEV) Supplemental
Questionnaire**

- * 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
- Yes
 No
- * 2. Do you have a valid Driver's License?
- Yes
 No
- * 3. Which best describes your highest level of education?
- High School or GED equivalency
 Associate's Degree
 Bachelor's Degree
 Master's Degree or Doctorate
 None of the above
- * 4. If you answered that you have a college degree what was your field of study?
- Business Administration, Public Administration
 Other related field of study
 Non-related field of study
- * 5. Which best describes your years of experience that relates to the duties of this position?
- I have no experience that directly relates to the duties of this position.
 I have less than 5 years of experience that directly relates to the duties of this position.
 I have more than 5 but less than 7 years experience that directly relates to the duties of this position.
 I have more than 7 but less than 9 years experience that directly relates to the duties of this position.
 I have more than 9 but less than 11 years experience that directly relates to the duties of this position.
 I have more than 11 years experience that directly relates to the duties of this position.
6. Please describe your related experience.
- * 7. Which best describes your years of experience in a managerial capacity?
- I have no managerial experience.
 I have less than 3 years of managerial experience.
 I have at least 3 years or more of managerial experience.
- * 8. Do you possess an Master's in Public Health?
- Yes
 No
- * 9. Do you possess a Doctorate in a field of study closely related to the duties of this position?
- Yes
 No
- * Required Question