



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# Employment Opportunity

## *Administrative Assistant 3- Family Health Management Position #00156417*

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

**We Offer:** Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

**Summary:** Under general to limited supervision, provides professional-level administrative support to management, which requires exercise of independent judgment and initiative. Assists in the operation, management and planning for the Center of Community Health as the administrative assistant to the Family Health Division Director. Provides administrative support also to the School Health Coordinator and the Scoliosis Coordinator. Interacts frequently with community partners on behalf of FHM. Completes administrative tasks including but not limited to: personnel, budgets, contracts, purchasing, organizational structure/procedures and use of resources. Coordinates calendar, meetings and agendas; represents supervisors in both internal and external settings. May supervise. Effectively develops, prepares and/or manages multiple projects and tasks as assigned. Assists management in establishing center's goals & objectives by coordinating or preparing analyses of administrative or operational needs. Compiles and effectively presents information on programs, services and functions. Effectively serves on and/or chairs committees and task forces as the management's representative as requested. Assists management in preparing for meetings by accurately researching and summarizing all relevant issues.

**Minimum Qualifications:** Bachelor's degree and one year of work related experience or Four years of administrative work experience.

**Preferred Qualifications:** Proficiency with Microsoft Office Suite. Public Health experience. Project management experience. Effective oral and written communication skills. AND experience supporting executive management.

**Salary Information:** \$29,974 - \$36,000 Annually/ Pay Grade H

**Application Accepted:** February 4, 2019 – February 7, 2019

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "Employment Opportunities" and locate this position, click "Apply" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:  
[Camilla.Barnes@dph.ga.gov](mailto:Camilla.Barnes@dph.ga.gov)

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.  
AN EQUAL OPPORTUNITY EMPLOYER