



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

## RECRUITMENT AND EXAMINATION ANNOUNCEMENT

### MARYLAND STATE DEPARTMENT OF HEALTH & MENTAL HYGIENE



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**ASSISTANT DIRECTOR-OFFICE OF INFECTIOUS DISEASE  
PREVENTION AND CARE SERVICES  
INFECTIOUS DISEASE AND ENVIRONMENTAL HEALTH  
ADMINISTRATION (PROGRAM MANAGER SENIOR I –  
MANAGEMENT SERVICE)**

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**LOCATION: 500 N. Calvert Street, 5<sup>th</sup> Floor  
Baltimore, Maryland 21201**

**NATURE OF WORK:** Reporting to the Deputy Director of the Infectious Disease and Environmental Health Administration

(IDEHA), this is a senior management and supervisory position. The Assistant Director serves as the primary advisor to the Deputy Director and to the Director in the formulation of policies, strategies, and guidelines that direct the operations, programs and 90+ staff of the Office of Infectious Disease Prevention and Care Services (OIDPCS). The position develops and implements planning, financing, monitoring, and evaluation of the agency's key programs, initiatives and activities. Major areas of responsibility include the coordination, collaboration and integration of prevention and treatment programs and services for HIV, STIs, TB, Adult Viral Hepatitis and programs related to immigrant health.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:** Requires a Bachelor's degree and six years of health or human services administration or professional experience, including three years at a supervisory or management level. A Master's degree is preferred and will substitute for one year of general experience. A Doctorate will substitute for two years of general experience. This position requires a general knowledge of the principles of organizational management and administration; and substantive specialized experience in epidemiology, health services research, health policy or behavioral science.

**PREFERRED QUALIFICATIONS:** The ideal candidate will have authoritative knowledge of the formulation, implementation, design and evaluation of organizational policies, procedures, operations and budgeting as well as familiarity with federal grant and state budget process. Excellent written and oral communication skills are also desirable, including recent publications and presentations to medium and large audiences. The candidate should also demonstrate the

ability to work in a large, diverse, multi-site and fast paced setting while utilizing a strong set of interpersonal skills.

**SALARY:** \$64,349 to \$93,932 with potential growth to \$103,328 (Grade 23)

**HOW TO APPLY:** Submit a resume or state application form MS-100 for full consideration to:

Beth Reid, Chief, Recruitment and Selection  
Department of Health and Mental Hygiene  
201 West Preston Street, Room 114B  
Baltimore, MD 21201

**\*\*OPEN UNTIL FILLED\*\***

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