



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Internal Services Director (10100)**

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 10/24/2025

APPLICATION DEADLINE: 11/24/2025

EXCEPTIONAL BENEFITS INCLUDE:

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| ▪ 13 Paid Holidays | ▪ Pension Plan | ▪ Worksite Wellness |
| ▪ 3 Weeks Annual Leave | ▪ Employer 401K Match | ▪ Diverse Workforce |
| ▪ 3 Weeks Sick Leave | ▪ Payroll Deductible Health Benefits | ▪ Opportunities for Growth |
| ▪ Flexible Schedules within our core working hours of M-F 8:15am-5pm | ▪ Payroll Deductible Flex Benefits | ▪ Hybrid teleworking option for eligible positions after probation |
| | ▪ Flexible Spending Accounts | |

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Chief Operating Office

SALARY INFORMATION: \$91,691.73 Annually / Pay Grade P / Job Code GSM014

DUTIES: The Internal Services Director oversees the agency's internal operations related to purchasing, contracts, and facilities management, ensuring these functions operate efficiently, transparently, and in alignment with agency goals and applicable regulations. The position provides strategic and operational leadership, develops and enforces internal policies and procedures, and ensures the timely delivery of high-quality administrative support services to all divisions and programs.

TYPICAL TASKS:

Leadership and Administration

- Provides leadership and direction to teams responsible for purchasing/procurement, contracts administration, and facilities operations.
- Hires, trains, evaluates, and develops assigned staff; takes corrective action as necessary to ensure performance standards are met.
- Establishes internal controls, standard operating procedures, and performance metrics to ensure effective service delivery and compliance.
- Participates in strategic and operational planning to align internal service functions with agency priorities.

Purchasing and Procurement Management

- Oversees all purchasing activities to ensure compliance with federal, state, and local procurement regulations, as well as agency policies.
- Reviews and approves purchase requisitions, bid solicitations, and vendor selection processes.
- Develops and maintains vendor relationships; negotiates terms, pricing, and service agreements to achieve best value for the agency.
- Implements systems to track and report purchasing activity, monitor contract spending, and forecast procurement needs.

Contracts Administration

- Manages the full lifecycle of contracts, including drafting, review, negotiation, approval, and renewal.
- Ensures contracts are executed in accordance with legal requirements and funding source stipulations.
- Coordinates with the Office of Administration and Finance to ensure appropriate documentation and risk management.
- Develops and maintains a central repository for contract records and monitors key contract milestones and deliverables.

Facilities and Operations Management

- Oversees day-to-day facility operations for five health centers and one warehouse , including maintenance, repairs, space planning, fleet management, security, and safety compliance-
- Oversees vendor services such as janitorial, security, and utilities management.
- Develops and implements preventive maintenance schedules and capital improvement plans.
- Collaborates with leadership on long-range facility planning, leases, and renovation projects.

Financial and Policy Oversight

- Develops and manages the Internal Services budget; monitors expenditures to ensure fiscal responsibility.
- Prepares and presents reports on purchasing trends, contract performance, and facility metrics to leadership.
- Leads the development, review, and implementation of internal policies, procedures, and guidelines for operational efficiency and compliance.
- Ensures all activities align with agency goals, audit standards, and applicable laws and regulations.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field from an accredited college or university AND Six years of experience managing professional level staff

OR

Ten years of related professional experience AND Six years managing at the level equivalent to area of assignment

OR

Six years of experience required at the lower-level Sr Mgr 2, Business Ops (GSM013) or position equivalent.

Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. 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.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.