



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Program Operations Specialist (10138)**

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*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](http://dekalbpublichealth.com).*

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**POSTING DATE: 10/03/2025**

**APPLICATION DEADLINE: 10/06/2025**

### **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: Clinical Services**

**SALARY INFORMATION: \$48,985.67 Annually / Pay Grade J / Job Code GSP130**

**DUTIES:** Under supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making for IDRH. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations within IDRH. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions.

### **TYPICAL TASKS:**

- Conducts and coordinates financial, personnel, product, market, operational, and related research to support strategic and business planning
- Develops economic demographic, business, and sociological forecasts to support development of plans and strategies
- Manages routine administrative functions for the agency/office, such as travel expenses, car rentals, leases, vendors, contracts, telecommunications, building security, purchasing, billing/credit, budget, inventory, property control, etc.
- Provides administrative support to assigned area
- Establishes and maintains a positive working relationship with area business community, internal and external agency customers, and other related contacts
- Monitors effectiveness of business operations, assesses quality of service and makes recommendations to improve operations
- Receives additional training, as required, to gain full proficiency and experience in all Areas

- May serve as a lead worker and train subordinate staff in proper procedures of day-to-day operations  
Performs job responsibilities with minimal supervision
- Gathers, compiles and analyzes data
- Prepares reports of findings and analysis. May make recommendations to management for operational changes
- Perform other duties as assigned by supervisor

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business or related field from an accredited college or university AND One year of experience related to area of assignment. 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.

**PREFERRED QUALIFICATIONS:** Experience working in Public Health.

**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](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**