



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Program Operations Specialist (10540)**

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: 8/21/26

APPLICATION DEADLINE: 9/21/26

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: Community Health

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 in a functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. 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.

The Program Operations Specialist provides executive-level administrative and operational support to the Director of Community Health and serves as the central point of coordination for division-wide operational, fiscal, and administrative activities. This position supports all Division of Community Health programs, including Maternal and Child Health, Health Assessment and Promotion, Oral Health, and Mobile Health Services, by coordinating workflows, monitoring operational processes, and ensuring timely completion of administrative and fiscal actions.

- Provide executive administrative and operational support for division-wide financial, reporting, and operational processes.
 - Frequently monitor and review all departmental budgets for accuracy.
 - Project budget expenditures as necessary (i.e., staffing, fringe benefits, supplies, training, and travel).
 - Complete budget adjustments as directed.
 - Assist with completion of new fiscal year budget entry on shared drive and in MUNIS.
 - Compile program information for board report.
 - Coordinate and track division-wide documents, approvals, and operational
 - Serve as the primary point of coordination for routing documents requiring review and approval
 - Route documents/requests for approval process and follow-up as necessary.

- Complete and review agency-wide documents (i.e., travel authorizations, reconciliations, check requests, personnel actions, and work requests).
 - Submit requisitions for purchase order processing & receive inventory in MUNIS (i.e., request vendor quotes, monitor requisition conversion to purchase order, obtain invoices and submit to Accounts Payable, and upload required documentation into MUNIS).
 - Submit Personnel Action Forms to initiate position requests.
 - Revise division-wide organization charts to reflect current workforce structure.
 - Create/maintain a shareable electronic document tracking system.
 - Maintain organized tracking systems to monitor the status of budgets, purchasing, personnel actions, contracts, grants, reports, and other operational requests.
- Provide direct operational and executive support to the Division of Community Health Director regarding challenges, developments, and modifications for the progression of operational proficiency:
 - Monitor outstanding assignments and proactively follow up with managers, supervisors, and support departments to ensure timely completion.
 - Exercise sound judgment in prioritizing work while maintaining confidentiality of sensitive information
 - Serve as the primary liaison between the Director, Division programs, and support departments to facilitate efficient operational workflow.
 - Provide necessary notification and updates regarding management of critical events.
 - Communicate regularly with DCH Director regarding divisional time-sensitive work.
- Maintain ongoing communication with other DeKalb Public Health sectors as well as external entities to assist with organizational matters:
 - Correspond frequently with Division of Community Health, Finance, Internal Services, Human Resources, Information Technology, and Communications & Media Relations.
 - Contact outside parties as necessary (i.e., obtain quotes, specs, and invoices).
 - Serve as liaison to provide assistance with proper program/administrative/technical operations utilizing agency policies/procedures and program annexes.
- Provide specialized assistance for grants, requests for new contracts (RNC), and Memorandum of Understanding (MOUs):
 - Monitor contract, grant, and MOU approval processes and provide status updates to leadership as needed.
 - Complete/review request for new Contracts & MOUs.
 - Complete/review grant narratives and budgets for accuracy.
 - Use electronic method (shareable spreadsheet) to update/track approval process.
 - Maintain copies/record of executed contracts and end dates.
- Implement quality assurance practices to ensure accurate accountability of workflow activities:
 - Maintain DCH director's electronic calendar.
 - Explain/discuss policies and procedures with program staff when necessary.
 - Review program annexes to adhere to deliverables.
 - Review, proofread, and quality check documents submitted by managers and supervisors for completeness, accuracy, compliance with agency requirements, and appropriate routing prior to Director review and approval.
 - Ensure documents contain appropriate supporting documentation before submission.
 - Maintain confidentiality while handling personnel, budget, contract, and other sensitive operational documents.
 - Identify discrepancies and coordinate corrections before routing documents for executive review.
 - Send email/calendar reminders regarding target dates for time-limited actions.
 - Assure DCH director is receiving precise information to complete operational processes.
 - Assist with divisional orientation of new employees (develop/share orientation checklist with managers/supervisors).

- Obtain program updates and gain skill development:
 - Participate in program/agency/work related conference calls/virtual meetings.
 - Complete program/agency/work related trainings/webinars.

MINIMUM QUALIFICATIONS: Associate degree in business or related field from an accredited college or university and one (1) year of experience related to the area of assignment.

Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provide the necessary knowledge and skills to perform the job at the level listed successfully may be substituted year-over year.

PREFERRED QUALIFICATIONS:

- Exceptional organizational and time management skills.
- Advanced proficiency in Microsoft Excel and Microsoft Office Suite.
- Strong attention to detail and accuracy.
- Ability to manage multiple priorities simultaneously.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Strong written and verbal communication skills.
- Knowledge of budget administration, purchasing, contracts, and administrative operations.
- Ability to work independently while coordinating activities across multiple programs.

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.