



Lewis County Employment Opportunity

Department: **Public Health & Social Services** | Position: **Deputy Director**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 27: \$5,213 - \$5,477 (DOQ)**

Full Salary Range: **Grade 27: \$5,213 - \$7,010/mo.**

Posting Opens: **June 1, 2017**

Posting Closes: **Open Until Filled**

First Review: July 3, 2017

DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, Administrative Services Division, located at 360 NW North St., Chehalis, WA 98532

POSITION SUMMARY

Under limited supervision, plans, directs, and manages programs and staff to protect the health and safety of Lewis County residents. Direct program oversight of programs including Community Assessment, Communicable Disease, Social Services, and Family Health.

Manages and directs the daily activities of the Community and Social Services division through appropriate delegation, managerial support, and work supervision; directs the Community Assessment, Communicable Disease, Social Services, and Family Health programs. Acts in the place of the Director during Director's absence or as assigned.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application packet between 8:00 a.m. and 5:00 p.m. at:

Lewis County Public Health Building
360 NW North St., 2nd Floor
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1148. **Please note:** there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform essential functions, with or without accommodations, and possesses the knowledge, skills, and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by Public Health & Social Services by 4:00 of the closing date of this posting. Applications may be faxed to 360-740-1145 or emailed to Sandra.Andrus@lewiscountywa.gov providing a signed hard copy follows within 5 business days. If following the online application process no hard copy needs to be mailed.

MINIMUM REQUIREMENTS

- ▶ Bachelor's Degree in Nursing, Public Health, Biological Science, Chemistry, Mathematics, or related science field; **AND**
- ▶ Eight (8) years' experience in clinical public health programs; **OR**
- ▶ Master's Degree in Public Health or related field with less than eight (8) years' experience
- ▶ Valid Driver's License
- ▶ May be required to pass criminal background check
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.