

- **Job title** -DHHS Administrator I
- **Description:** The Division Administrator I is a management position in the Drinking Water Program of the Department of Health and Human Services managed by the Nebraska Department of Environmental Quality. Programs include inspections, monitoring for compliance, training, licensing/testing and coordination with engineering services. Duties of this position are:
 - Represent the program at national events and participate as a member of several associations. Responsible for monitoring proposed changes to federal requirements for the Drinking Water Program. Function as the lead contact to the Environmental Protection Agency and ensure that the program is in compliance with the Federal Safe Drinking Water Act.
 - Must be an effective communicator and be able to present information on Department activities to groups and individuals on a federal, state, and local level.
 - Manage the program and supervise staff through assigned managers and have direct interaction with staff. This position will be expected to mentor and guide staff to ensure protection of public health through the implementation of the Safe Drinking Water Program. Ensure that staff are properly trained and on task. Establish goals and regularly work with staff to achieve these goals.
 - Manage the program budget to ensure that funds are properly expended and that transactions are properly documented and within budget limits. Coordinate with other Divisions within the Agency to get a clear representation of the budget expenditures.
 - Coordinate with other Divisions to ensure that impacts from the Drinking Water Division are considered when making decisions. Evaluate the impact of the decisions on those we serve by considering the risk to public health and the environment as well as affordability for those citizens we serve.
- **Specific responsibilities-**
 - Directs program operations through managerial staff.
 - Develops, recommends and implements program policy and procedures, prepares budgets, and coordinates resources (human, financial, physical) to effectively manage all programs and services.
 - Establishes strategic plans and quality assurance plans to evaluate program performance.
 - Interacts with other managers in the Environmental Health Unit.
 - Confers with program staff, other administrators, client interest groups, and private organizations to discuss agency programs and/or policies, resolve problems and explain proper application of policies; reviews findings and prepares reports and other publications to investigate and assess program and operational trends, issues, and program objectives and accomplishments and develops and implements action plans to address deficiencies.
 - Interacts and communicates with top level agency management, agency staff, members of the general public, other state agencies and local community organizations to resolve problems, interpret policies and regulations, negotiate/influence actions, secure cooperation and agreement and promote awareness of Unit programs.
- **Minimum requirements-** REQUIREMENTS: Bachelor's Degree in public administration, social work, human development, public health, behavioral science, law, finance, human resources or other program related field **AND** two years of experience in a field related to the assigned program area including supervisory experience; **OR** a Master's degree in any of the above mentioned fields. Experience may be substituted for the educational requirement on a year for-year basis.

PREFERRED: Bachelor's/Master degree in Life Sciences, Physical Sciences, Environmental Sciences, Chemistry or Engineering plus experience or coursework in related areas of ecology, geology, statistics, planning, grant-writing, etc., as required by the area of work emphasis. Minimum of 5 years of progressive management experience. Supervisory and/or program coordinator/lead experience of professional staff including, assigning and prioritizes multiple staff projects to ensure workload deadlines are met.

OTHER: Valid driver's license or ability to provide independent transportation; minimal overnight travel; ability to walk on uneven terrains and climb steep slopes; ability to climb, bend and stoop; regular and reliable attendance.

- **Name, address, phone or e-mail address to submit resume-** <https://www.governmentjobs.com/careers/nebraska/jobs/2167913/dhhs-administrator-i?keywords=Division%20Administer%20I&pagetype=jobOpportunitiesJobs>

- **Deadline for application- 08/24/2018 11:59 PM**