

Director of Administrative Services
LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

Recruiting one full time Director of Administrative Services for the Lake Cumberland District (Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Taylor, and Wayne Counties). Duties: oversee and direct maintenance of the agency's financial operation, coordinate the accounting operations, directing operational analyses of accounting systems, subsystems and procedures, directing the agency's technology planning program and information technology resources, oversee and coordinate preparation of the annual budget and administering budget. Provide special analyses and reports to Director and/or Board of Health. Supervise staff in areas including AP/AR, Purchasing, Payroll, and IT. .

Director of Administrative Services must have a Master's degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Industrial or Labor Relations **AND** Four (4) years of experience in an administrative or management capacity, where finance, budgeting, personnel, or other health related planning responsibilities have been demonstrated, **OR** A Bachelor's degree with a major in Business Administration, Community Health, Public Health, Accounting, Human Resource Management, Industrial or Labor Relations and five (5) years of experience in an administrative or management capacity where finance, budgeting, personnel, or other health related planning responsibilities have been demonstrated will substitute for the required education. Excellent fringe benefits. Entry level salary \$22.31 per hour. With offer to hire, employment conditional, pending criminal information check.

ALL APPLICANTS MUST COMPLETE AN APPLICATION.

Application may be obtained on-line at our website at www.lcdhd.org. Completed applications, & college transcripts will be accepted until 4:00 (ET) Friday, August 17th at 500 Bourne Ave. Somerset, KY. For additional information, call Human Resources at 606-678-4761. **Equal Opportunity Employer**