

Job Description

Job Title: ADMINISTRATIVE OPERATIONS MANAGER II (Primary Care and Rural Health Office Director) - DOH
Job ID: 23184
Location: Santa Fe
Full/Part Time: Full-Time
Regular/Temporary: Regular - PERM for State

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Salary

The salary range for this position is \$23.54 min - \$41.85 max hourly (Pay Band 85). Offered salary is determined based on education and experience qualifications.

Agency Mission & Description

The mission of the New Mexico Department of Health is to promote health and sound health policy, prevent disease and disability, improve health services systems and assure that essential public health functions and safety net services are available to New Mexicans.

The Department will succeed in its mission by committing to and practicing these guiding principles every day:

Integrity that Builds Trust

Open & Respectful Communication

Consistent & Compassionate Service

Teamwork that Values Individuals

Pride in Leadership

Continuous Learning that Fosters Ongoing Improvement

Purpose of Position

To direct and manage the primary Care and Rural Health Office to achieve the mission of the Department Of Health strategic plan to provide, maintain and improve statewide primary care services for underserved New Mexicans.

Duties Include

Duties include but are not limited to: Oversee the implementation of state and federal funded programs for community based primary care centers including the designation of health professionals, shortage areas, collection and analysis of data, and development and expansion of primary care clinics. Oversee the implementation of Rural Health and Health professions programs, including the NM Health service corps, Office of Rural Health, and FLEX Program. Ensure accurate administration of revenue and expenditure activities. Provides Leadership, Supervision and Workforce Development for Primary Care Rural Health Office staff.

Educational requirements

A Master's Degree in Public Health, Health Administration and/or a related field of study is required for this position.

Please enter your education level on the Education and Work experience page of the application even when submitting a resume.

Experience

Three (3) years experience Directing and Managing Federally Funded Programs to include Preparing Successful Grant Applications is required for this position.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. In-state and some out of state travel will be required.

Supplemental Skills/Abilities

Experience working with hHealth Centers, Rural Hospitals, and/or other parts of the Health Safety Net is not required to qualify for this position but may be helpful.

Working Environment

Work is performed in an Office setting. Ability to lift up to 40 pounds.

To Apply for this job:

State agency must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

1. Click the [Apply Now] button.
2. Please apply by: July 7, 2010.
3. Cutting and pasting a resume works best. You may also apply by completing the Work Experience section.
4. There are a series of questions that are different for every job. In order to receive full consideration for all your qualifications, be sure to answer all questions (do not skip any).
5. If you are a veteran or a disabled veteran, be sure to send your DD214 to: NM State Personnel Office, Applicant/Intake Section, 2600 Cerrillos Road, P. O. Box 26127, Santa Fe, NM 87505. If you receive confirmation of your veteran or disabled veteran status, please reapply for the position and indicate that you received confirmation. You will only need to submit your documents one time.
6. Remember there is no hard copy application. If you submit a resume directly to an agency and don't apply on-line, your application will not include the questionnaire answers for inclusion on the ranked list.

Agency contact for this position is: Mary Altenberg, HSB Bureau Chief, (505) 222-8671.

Send copy of Resume with supporting documents to:
DOH/PHD Health Systems Bureau
Administrative Unit
3000 San Mateo Blvd., STE 902
Albuquerque, NM, 87108

Attn: Mary Altenberg

If you do not receive an email confirmation that you have applied successfully, please call the contact for this posting or the SPO Recruitment Bureau at (505) 476-7777, before the closing of the position being applied for.

11072.

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