

Please share as appropriate. ***This job posting is open until filled so interested applicants should apply as soon as possible.***

The Tennessee Department of Health's Division of Family Health and Wellness is hiring a **Public Health Program Director 2** Executive Service. This position will be a member of the Tobacco Prevention Program that oversees implementation of Centers for Disease Control and Prevention (CDC) funded strategies and activities across the state. This position will act as the CDC Tobacco Prevention Coordinator and will ensure that all grant funding requirements are met. This position is in the **Public Health Program Director 2** job class, is an executive service position, and will work very closely with the Tobacco Prevention Program Director.

Position Description:

The Program Director 2 (PD2) position is an executive level position responsible for the coordination and implementation of the Centers for Disease Control (CDC) Tobacco Prevention program (Tobacco Core grant) administered by TDH. The program is housed in the Chronic Disease Prevention and Health Promotion (CDHP) section and focuses on supporting statewide implementation of cross-cutting approaches to tobacco prevention based on the current approved CDC work plan and budget. The PD2 provides central office program management and major technical consultation to field services staff for the tobacco prevention grant statewide. The PD2 may supervise central office professional staff and other technical and administrative staff who participate in directing specific components of the grant. The PD 2 manages, prepares, and administers the program's work plan and budget. The PD2 conducts grant development and monitoring to ensure compliance with grant requirements along with working with others to monitor and control resources as well as overseeing program expenditures. The PD2 works with contractors and community stakeholders in tasks related to accomplishing program goals and objectives of the grant. The PD2 determines time, costs, resources and materials needed to perform the grant activities in the most cost effective way while meeting the goals and objectives of the grant requirements. The PD2 evaluates the processes of the grant and works with stakeholders to ensure compliance with program goals and objectives. The PD2 provides guidance and expert advice to management or other groups on technical, systems, process-related topics and programmatic issues.

Minimum qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional health program work including, at least, two years of full-time supervisory work or statewide program oversight.

Substitution of Education for Experience: Additional graduate coursework in a business or health related field may be substituted, on a year-for-year basis, for one year of the required nonsupervisory experience.

Substitution of Experience for Education: Additional qualifying professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years. - See more at:

<http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=101089&viewOnly=yes#sthash.5wA2KXxc.dpuf>

Preferred qualifications:

- Master's level of preparation in public health, health education, health promotion or community health.
- Local, regional or state tobacco prevention experience.
- Program management and supervisory experience.
- Experience with grant writing and preparation including budget management, especially CDC-related funding.
- Experience with group facilitation and coordination with external partners.
- Experience with researching the evidence-based literature, identifying evidence-based practices, and applying findings to practice.

All interested candidates should submit a resume and cover letter describing relevant experience via email to Thea.jones@tn.gov.

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The State of Tennessee is an equal opportunity, equal access, affirmative action employer.