

Job Title	Administrative Supervisor
Employer/ Agency	City of Houston Health and Human Services
Job Description	<p>The Houston Health Department is actively searching for a skilled individual to perform the essential duties as an Administrative Supervisor.</p> <ul style="list-style-type: none">• Coordinates internal and external partners to accomplish goals of a three-year demonstration project/grant on molecular HIV surveillance.• Develops procedures for collaboration and sharing of project outcomes (i.e., data sharing) between internal and external stakeholders.• Organizes and facilitates meetings of community members and medical providers on the subject of molecular HIV surveillance. Particular emphasis will be placed on organizing providers serving Hispanic/Latino gay and bisexual men and members from that community.• Frequently explains scientific concepts of molecular HIV surveillance in lay language.• Collaborates with internal and external partners to create and disseminate culturally and linguistically-appropriate messages and materials for community on the subject of HIV molecular surveillance.• Schedules and organizes staff and provider trainings on cultural competency and other topics.• Presents findings and compiles reports for review by the manager.• Implements all project protocols and quality assurance tools according to specific time frames and budget constraints, with minimal supervision.• May coordinate special projects, including planning, research, presentations, promotions and evaluation. Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinates' responsibilities.• May supervise and review the development, implementation and maintenance of specific department projects and/or policies.• Supervises, coordinates, trains and evaluates personnel job assignments.• May interview job applicants and oversee payroll/personnel procedures for assigned department.

Qualifications	<p>EDUCATION REQUIREMENTS Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology, or a closely related field.</p> <p>EXPERIENCE REQUIREMENTS Three (3) years of administrative experience in personnel, administration, accounting, or a closely related field are required.</p> <p>Directly related professional experience may be substituted for the education requirement on a year-for-year basis</p> <p>LICENSE REQUIREMENTS A valid driver license and compliance with the City of Houston's policy on driving (AP 2-2).</p> <p>PREFERENCES **Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.**</p> <p>Additional preference shall be given to applicants with experience in explaining complex scientific concepts to lay audience preferred. Experience in organizing community and provider groups preferred. Bilingual in Spanish strongly preferred.</p>
Salary/Hours	Full Time, \$50,000.00 - \$65,000.00
Employer/Agency	City of Houston
Telephone Number	832-393-4897
Application Method	Apply at https://www.governmentjobs.com/careers/houston/jobs/1939060/administrative-supervisor?keywords=administrative%20supervisor&pagetype=jobOpportunitiesjobs
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

