Job Title: PUBLIC SERVICE EXECUTIVE 3
Auto req ID: 14108BR
Location: Polk County
Department: 588-Public Health
Salary Minimum: $61,900
Salary Maximum: $95,201

Job Description: This posting is for a non-merit position. Serves at the pleasure of the Director of Public Health. Reports to the department Director and serves as the Director for the Division of Tobacco Use Prevention and Control. Directs all aspects of the administration of federal and state tobacco use prevention and cessation programming associated with the Division of Tobacco Use Prevention and Control. Provides supervision for the professional and administrative support staff for the division in a professional, supportive and courteous manner. Responsible for the development, oversight, and administration of an operational budget for federal and state fiscal resources for the division, and for all contracts, MOUs and 28E agreements entered into by the department and the division to provide services and achieve desired results. Is required to work closely with the Chief Financial Officer and the Bureau of Finance on budget related activities to ensure consistent and reliable programmatic and fiscal reporting and project evaluation. Responsible for seeking out federal and private funding to support department and division programs and initiatives.

Serves in a leadership capacity in developing and enhancing working relationships with federal and state agencies and advocacy groups, businesses, community leaders and other organizations and community programs. Facilitates dialogue and develops consensus among diverse groups of individuals and organizations concerning tobacco control policy and legislative issues. Negotiates and collaborates on behalf of the department to attain division and department goals and objectives. Functions in a leadership role to communicate division and department level issues and goals with the media and legislative leaders. Represents the Director and department at state, regional and national tobacco control events and activities.

Advises and assists the legislative liaison and staff in the drafting of legislation and administrative rules. Develops background information and analysis to support suggested changes in legislation and rules. Provides testimony before legislative or administrative bodies. Works collaboratively with assigned Assistant Attorney General on all legal matters. Responsible for the development and oversight of contracts and initiatives supporting enforcement of state and federal laws prohibiting tobacco sales to minors and enforcement of the Iowa Smoke free Air Act.

Functions as the primary liaison and administrative advisor for the Tobacco Use Prevention and Control Commission. Represents the Director and provides leadership to the commission.

Other duties as assigned in an emergency or disaster as mutually agreed upon by the employee and employer.

Minimum Qualifications: Graduation from an accredited four year college or university and five years of full time professional level experience such as program administration, development, management or operations.
For additional ways to qualify, please click on this link to view the job description and minimum qualifications.

Additional Qualifications

Post Close Date 28-Aug-2014

To Apply: Submit a completed Iowa Department of Administrative Services - Human Resources Enterprise (DAS-HRE) application form by the closing date. To complete an electronic application form, click on “Apply for Job Vacancy(s)” button. You may also mail an application form to: Iowa Department of Administrative Services - Human Resources Enterprise, Hoover State Office Building, 1305 East Walnut, Des Moines, IA 50319-0150 or fax your application to (515) 281-7970.

To get more information about this position and the application process:

2. Click on Job openings for all applicants. (middle and center of page)
3. Click on Search Openings
4. Do a search for jobs available in All (Location) and 588 Public Health
5. Click on Auto req ID – 14108BR Public Service Executive 3
6. Information listed above (top of this email) will appear. Follow application instructions.
7. If you have any questions about the application process please go through the Department of Administrative Services website

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