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| |  |  |  | | --- | --- | --- | |  | https://agency.governmentjobs.com/images/AgencyImages/st.%20louis%20county%20missouri.gif Division of Personnel |  | | ***INVITES APPLICATIONS FOR THE POSITION OF:*** | | | | **ADMINISTRATIVE DIRECTOR - OFFICE OF THE MEDICAL EXAMINER (PUBLIC HEALTH ADMINISTRATOR)** | | |   *An Equal Opportunity Employer* |
| |  | | --- | | **SALARY INFORMATION:** See Position Description |   **OPENING DATE:** 04/30/21  **CLOSING DATE:** 05/16/21 11:59 PM  **DESCRIPTION:**  This position will be responsible for developing and maintaining administrative functions for St. Louis County’s Office of the Medical Examiner. The typical starting salary range is between $75,795.20-$90,958.40 annually depending on the candidate's qualifications and experience as well as budgetary considerations.  **EXAMPLES OF DUTIES**  Work with the Chief Medical Examiner to develop a strategic vision for the Office of the Medical Examiner that includes improving staffing, physical resources, and a long-term action plan for a variety of workplace improvements and sustainability.    Support the Chief Medical Examiner and other key staff in administrative and operational activities that support their ability to engage as subject matter and technical experts.  Provide staff support and oversight, including evaluations, payroll, and general HR functions and ensure that all functions operate in alignment with County guidelines and responsibilities.  Traditionally this function has extreme staffing shortages that are affected by national shortages in a variety of critical positions.  Develop actionable plans to recruit and retain candidates in necessary positions.  Develop concrete, goal-based performance metrics for the Division that can be reported publicly.  Foster a culture of quality improvement for continuous improvement.  Liaison with other DPH divisions, and represent the office as directed by the Medical Examiner or the Director of Public Health.  Work to align the program with NAME accreditation requirements.  Identify all potential gaps in alignment and develop action plans for resolution.  Coordinate budget and procurement functions and provide fiscally responsible financial oversight.  Perform related work as required.  **MINIMUM QUALIFICATIONS**  Master's degree and six years of experience; or an equivalent combination of training and experience. ​ Experience in the field of forensic operations is highly desirable.  **ADDITIONAL INFORMATION**  **SELECTION AND APPOINTMENT:**A selection committee will evaluate the qualifications of each applicant which will include recentness and appropriateness of the applicant's education and experience, answers to the supplemental questions, results of employment references investigated and any other appropriate information available.    The selection committee will admit to the interview only those persons who possess the most job related qualifications and may establish admittance criteria beyond the minimum qualifications stated above.  The interview will comprise 100% of the applicant's earned grade.  A candidate must earn a qualifying grade of 70 or more on the interview to be eligible for appointment.  After initial interviews with the selected candidates are conducted, an email will be sent to the address on file with instructions on how to complete and submit a Conviction Questionnaire.  Candidates have 3 days to complete the required questionnaire.      The five top ranking candidates, based on the final grade, will be certified to the Department Director/Appointing Authority who will make the final decision.    All applicants conditionally offered a merit position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.  Screening will be performed by a reputable clinical laboratory.  The cost of screening will be covered by the County.   **EQUAL EMPLOYMENT OPPORTUNITY POLICY:**The policy of the Civil Service Commission of St. Louis County is to support fair and equitable employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veterans' status or political affiliation.  Call the Division of Personnel at (314) 615-5429 for more information on this policy.  **APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT**:  [www.stlouiscountymo.gov](http://www.stlouiscountymo.gov/)  or  **St. Louis County Division of Personnel, 7th Floor**  **41 South Central Clayton, MO 63105 (314) 615-5429 Relay MO 711 or 800-735-2966 An Equal Opportunity Employer Fax:  (314) 615-7703** |
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