Job Seekers

DIRECTOR, CENTER FOR FIREARM VIOLENCE PREVENTION & INTERVENTION

PROGRAM MANAGER IV

Recruitment #24-005479-0028

DEPARTMENT MDH Executive Direction

DATE OPENED 8/16/2024 12:47:00 PM

FILING DEADLINE 9/6/2024 11:59:00 PM

SALARY $89,913.00 - $145,151.00/year

EMPLOYMENT TYPE Full-Time

HR ANALYST Janet Esser

WORK LOCATION Baltimore City

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Introduction



GRADE

22

LOCATION OF POSITION

Maryland Department of Health, Office of the Secretary, Baltimore, MD

Main Purpose Of Job

This appointed position will lead the Center for Firearm Violence Prevention and Intervention, a public health program created by the 2024 Maryland State Legislature with a broad scope and major impact on Maryland Department of Health's missions and operations. The Center's purpose is to reduce firearm violence, harm from firearm violence, and misuse of firearms in the state by partnering with Federal, State, and local agencies and affected communities to implement a public health approach to firearm violence reduction.

The Executive Director is responsible for appointing and removing all staff for this new Center and will directly supervise technical, professional, and administrative staff within the Center. The Executive Director is responsible for coordinating and directing any planning related to the Center initiated by the Department and will be responsible for developing short and long-term strategies for the Center in partnership with State, local, academic, and community-based stakeholders.

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This position will serve as the public representative of the Center and will play a large role in developing internal and external partnerships, crafting communications about the Center's strategy, establishing mechanisms for collection, interpretation, and dissemination of data, and ensuring responsible and meaningful use of the Center's fiscal resources.

MINIMUM QUALIFICATIONS

Qualified candidates must possess a bachelor's degree from an accredited college or university, 6 years of professional experience in public health services or health policy in a government, non-profit or foundation setting, including 3 years of supervisory or managerial experience.

Qualified candidates must also possess at least 2 years of experience in the following:

- Experience in public health approach to violence prevention (specifically community-based violence interruption strategies), policy development and program implementation; and,
- Experience in community engagement, specifically building relationships, obtaining input, managing interactions, developing communication channels and delivering public presentations

A master's degree will substitute for 1 year of experience. Additional professional experience in public health services or health policy can be substituted for the bachelor's degree at the rate of 1 year of experience per 30 credit hours

DESIRED OR PREFERRED QUALIFICATIONS

Preferred candidates should possess the following:

- Lived experience (personal or as family/caregiver) of community violence
- Experience with grant writing and reporting
- Experience with budget and fiscal resources

SELECTION PROCESS

This is a Management Service position, and serves at the pleasure of the Appointing Authority. A cover letter and resume must accompany your application. The cover letter and resume must be uploaded in one file, under the resume section of the application.

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Applicants who meet the minimum (and selective) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. Clearly indicate your college degree and major on your application, if applicable. For

education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

Complete applications must be submitted by the closing date. Information submitted after this date will not be added.

Incorrect application forms will not be accepted.

Candidates may remain on the certified eligible list for a period of at least one year. The resulting certified eligible list for this recruitment may be used for similar positions in this or other State agencies.

BENEFITS

The Maryland Department of Health offers the following benefits:

- Meaningful Work
- Excellent Health Benefits Package, including Medical, Vision, Prescription and Dental
- Flexible Spending Accounts (Reduced Child and Health Care)
- Generous Leave Benefits (6 Personal Days, 12 Regular Holidays, Annual Leave, 15 Sick Days)
- Retirement
- Paid Parental Leave
- Flexible Work Schedules (where applicable)
- Free Mass Transit (Baltimore metro area)

For a full list of the benefits of working for the State of Maryland, please click the link below:

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

Online applications are highly recommended. However, if you are unable to apply online, the paper application (and supplemental questionnaire) may be submitted to MDH, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. Paper application materials must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted.

If additional information is required, the preferred method is to upload. If you are unable to upload, please fax the requested information to 410-333-5689. Only additional materials that are required will be accepted for this recruitment. All additional information must be received by the closing date and time.

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For questions regarding this recruitment, please contact the MDH Recruitment and Selection Division at 410-767-1251.

If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov.

Appropriate accommodations for individuals with disabilities are available upon request by calling: 410-767-1251 or MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

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45 Calvert Street, Annapolis, MD 21401

300-301 West Preston Street, Baltimore, MD 21201

Toll Free (800) 705-3493

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