**Administrative Unit Manager**

**Job description:**

The Louisiana Department of Health (LDH) Office of Public Health (OPH) STD/HIV/Hepatitis Program (SHHP) is seeking an Administrative Unit Manager to assure efficient and effective coordination of administrative activities within the Program. This position will have general oversight of all SHHP administrative staff and assist in the administrative and financial support of assigned programs and projects within the program. This staff person will interact with the SHHP Business Manager in all areas of contract administration, financial management, purchasing and budget monitoring. The incumbent is responsible for implementing and adhering to all relevant rules, regulations and policies of the State as they relate to the proper administration and financial operations of the Program.

**Required Education/Experience:** Bachelor’s degree in Business, Accounting, Finance, Public Administration, or a related field, plus three years of professional level administrative experience

**Preferred Education/Experience:** Bachelor’s degreein Business, Accounting, Finance, Public Administration, or a related field, plus 3-5 years of professional level administrative experience working at a state agency, with proficient skills using Microsoft software, excellent verbal and written communication skills, and the ability to work in a fast-paced environment.

**Location of the position:** New Orleans

**Salary range:** $65,000 - $70,000

**Email address to send resumes:** SHP\_RESUMES@LA.GOV