

Deputy Director, Division of Administrative Services

Tennessee Department of Health, Division of Administrative Services

Salary Range: \$84,564 to \$118,392

The Tennessee Department of Health's (TDH) Division of Administrative Services (DAS) is seeking a Deputy Director to assist the Assistant Commissioner in managing the division and its administration of the state health department's budget, procurement, accounts, and records management. This executive service position reports directly to the Assistant Commissioner and is responsible for directly supervising the activity of the Department's Budget Director and is responsible for partnering with the Department of Finance & Administration to serve as a second-line supervisor of Department Controller. This position serves in lieu of the Assistant Commissioner given the Assistant Commissioner's absence and represents the Assistant Commissioner in an official capacity at meetings with executive leaders both internal and external to the organization and with elected officials. The Division of Administrative Services has routine business activity with the following Executive Branch Departments which regulate and oversee the work of the Department of Health: Department of Finance & Administration Divisions of Budget and Accounts; Department of General Services Divisions of Real Estate Asset Management (STREAM), Printing and Media Services, Warehouse, Motor Vehicles, and Central Procurement Office (CPO); Department of Treasury; Secretary of State (SoS); and Comptroller of the Treasury (CoT).

Responsibilities include:

- Provide supervision and review of the department's budget activity. Direct and supervise the work of the department's budget director and provides professional and technical guidance to continuously improve the department's budget accountability. Direct the Budget Director in preparing the department's appropriation request. Direct the Budget Director in maintaining and improving the department's monthly financial reports, in monitoring under-expenditure and over-expenditure, in capitalizing on under-expenditure by proactively engaging the department executive leadership re-strategize and spend funding in accordance with funding requirements, and in engaging the department's executive leadership in addressing consistent over-expenditure by re-examining that executive leaders' budget. Lead the department through budget modeling.
- Provide secondary supervision and review of the department's accounting activity. Review and advise the work of the department controller and provide professional and technical guidance to continuously improve the department's accountancy. Engage the Accounts Director in tracking and evaluating the department's monthly closing and the year-end closing strategy. Evaluate the interaction between departmental budgeting and accounting to identify opportunities for partnership, integration, and improvement.
- Cross-train with the Assistant Commissioner in the areas of statewide budgeting, statewide procurement, statewide accounting, and statewide records management. Proactively engage the external state departments which regulate and oversee the work of the Department of Health to identify training opportunities. Engage the Directors of the Budget Management Office, Procurement Management Office, Accounts Management Office, and Records Management to construct a systematic, annual training plan to improve employee, supervisor, and program level administrative staff proficiency in these areas. Ensure that the training plan is executed and administer surveys to identify opportunities to improve upon the training plan.

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Education and Experience:

- There is no formal job description for this classification. The job title is executive service and serves at the pleasure of the appointing authority.
- At minimum, graduation from an accredited college or university with a bachelor's degree in business administration or accountancy.
- Preferably, graduation from an accredited college or university with a master's degree in business administration, health administration, public administration, or accountancy with three years of work experience in governmental operations.

Interested applicants should submit a resume to:

Darla Powell, Director

Support Services Office

Division of Administrative Services (DAS)

Tennessee Department of Health

Andrew Johnson Tower, 5th Floor

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