



MONROE COUNTY

**HUMAN RESOURCES DEPARTMENT**

125 East Second Street · Monroe, Michigan 48161- 2197

Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

**JOB VACANCY ANNOUNCEMENT**

**DATE OF POSTING:** March 4<sup>th</sup>, 2026

**DEPARTMENT:** Health Department

**POSITION:** Finance, Administration, & Education - Public Health Division Director

**SALARY:** Non-Union, Rye 15, Step 1

- \$82,492.80 salary

**REQUIREMENTS:** Bachelor's degree or equivalent with coursework in accounting, finance, public or business administration or a field related to the work. Possession of a Master's degree in public health, administration, business administration or related field preferred. Three years of professional level administrative experience in a public health or related setting. Prior supervisory experience is desirable. Must possess a valid driver's license

**SUMMARY:** Management position under the general supervision of the Health Officer; participates in policy making and program development with other administrative personnel; directs, plans, organizes, administers, evaluates and manages public health related programs; exercises independent judgment; directs administrative, professional and clerical employees; functions as chief financial officer for the health department, provides day to day supervision; responsible for program budgets; develops, recommend and implements policies and procedures to ensure maximum service delivery within program regulations and guidelines; plans, organizes and manages the financial aspects of programs, maintains ongoing communications with individuals and institutions in the community; performs related duties as required.

Submit Transfer Requests through WorkforceNow ADP > Myself > Talent > Career Center

Contact the Monroe Human Resources Department:  
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