STATE OF MARYLAND
DHMH
Maryland Department of Health and Mental Hygiene

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

TITLE: **ADMINISTRATOR III (2588) CD**
(Current vacancy as Manager, WIC Breastfeeding Program at the Family Health Administration, Baltimore, MD)

SALARY: **$45,399 - $72,857 (Grade 18)** Salary reductions may apply per Executive Order 01.01.2009.11 - State Employees' Furlough and Temporary Salary Reduction Plan. See the hiring manager for further details.

CLOSING DATE: **March 8, 2010**

DESCRIPTION: This position serves as the Manager, Maryland WIC Program Breastfeeding Program and manages the establishment and ensures the expansion of breastfeeding peer counseling programs in WIC local agencies in the state of Maryland. The incumbent must have demonstrated experience in program management in order to develop and implement a plan to improve breastfeeding initiation and duration in the WIC population; to ensure that all WIC Staff are knowledgeable about and able to promote breastfeeding among WIC participants; and to be responsible for annual federal funding for breastfeeding to ensure that funds are spent according to grant regulations and in a manner to optimize breasting success among WIC participants.

MINIMUM QUALIFICATIONS:

EDUCATION: A bachelor's degree from an accredited college or university.

EXPERIENCE: Five years of experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

NOTES:
1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

LICENSE: Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTIVE QUALIFICATIONS:
Current certification as an International Board Certified Lactation Consultant (IBCLC) or other certifications in lactation management such as CLE or CLC is required.

NOTE: This is a **position specific recruitment**. Applicants certified to this list will remain eligible only for this particular position for a period of one year. Applicants desiring to be considered for other positions in this classification will need to reapply for future recruitments.

An Equal Opportunity Employer
Appropriate accommodations for individuals with disabilities are available upon request by calling:
(410) 767-1251 or MD TTY Relay service 1-800-735-2258.

APPLY TO: DHMH, Office of Human Resources' Recruitment & Selection Division, P.O. Box 22330, Baltimore, MD 21203-4330. Submit Maryland State Application - Form MS-100 - **PLEASE NOTE:** Most of our recruitments are an evaluation and rating of an applicant's training and education submitted on the MS-100 and therefore, may not require a written test. For recorded job information call: 410-767-6018. **Internet address**: **http://www.dhmh.state.md.us/testingserv/recruit.htm**