



Council of State and Territorial Epidemiologists

Job Listing

Executive Director

Council of State and Territorial Epidemiologists (CSTE)

Salary: \$100,000 to \$150,000; salary will be commensurate with credentials/education and experience

Location: CSTE national headquarters office in Atlanta, GA

About CSTE

The Council of State and Territorial Epidemiologists (CSTE) is a non-profit, professional organization of more than 450 epidemiologists working in state and territorial public health departments to detect, prevent and control diseases of public health significance. For additional information, go to: www.cste.org

Responsibilities of the Executive Director:

The Executive Director is the Chief Executive Officer of the Council of State and Territorial Epidemiologists (CSTE), with responsibility for its operation.

A major responsibility of the Executive Director is to work with the Executive Committee to provide continuing leadership within the Council and also to represent the Council in its external relations with other Councils, professional societies, governmental and other agencies, and with appropriate industries for coordination of activities and support.

Operationally, the Executive Director reports to and receives direction from the President of the Council. In the President's absence, the Executive Director reports to and receives direction from the President-Elect.

The Executive Director is expected to anticipate developments in the public health field and the needs of public health epidemiologists, and to transmit information and suggestions for policy decisions to the President or, in the President's absence, to the President-Elect, for presentation to Executive Committee of the Council.

Principal Duties

Management

1. Establish personnel standards and be responsible for operation and administration of these standards.
2. Direct Council staff, evaluate and reward excellent employee performance, and oversee recruitment, retention and release according to Council personnel policies.

Fiscal

1. Write cooperative agreements with the Centers for Disease Control and Prevention (CDC) and other federal agencies, including developing services and products for cooperative agreement proposals.

2. Draft an annual budget, and submit to Secretary-Treasurer for approval by the Executive Committee.
3. Monitor and adhere to the annual budget within fiscal guidelines of the Council and fiscal agreements with outside agencies and organizations. Inform the Executive Committee of anticipated shortfalls or surpluses in budget.
4. Provide quarterly reports to the Secretary-Treasurer for distribution to the Officers of the Council.
5. Identify additional sources of funds to support Council activities and present them to the Executive Committee for approval.

Operations

1. Engage legal counsel, as necessary, in conjunction with the Executive Committee.
2. Submit in writing an annual report of activities, accomplishments, and anticipated issues of importance to the general membership at the Annual Conference.
3. Sign contracts as delegated by the President.
4. Transmit policy decision requests from membership and employees to the Executive Committee. Recommend changes needed.
5. Serve as a non-voting *ex officio* on Executive Committee. Attend all meetings of Executive Committee and record decisions in conjunction with Secretary-Treasurer. Prepare draft of Executive Committee meeting minutes for submission to Secretary-Treasurer.
6. Serve as a non-voting *ex officio* on all Council Operating and Standing Committees. Assist with meeting arrangements and attend meetings as needed.
7. Serve as Managing Editor of the Council newsletter and Website.
8. Coordinate Council publications, news releases and other informational processes.

Program Development

1. Represent the Council in its external relations with professional groups, governmental agencies and other organizations.
2. Report to, and receive direction from, the President in all matters relating to new program activities.
3. Communicate needs of the public health epidemiology as anticipated by the Membership, and suggest policy or operations modifications or additions as necessary.
4. Inform the Executive Committee, or other body delegated, of requests for cooperative agreements, grants, contracts, or other proposed projects of the Council.
5. Fulfill obligation of Project Officer for grants, contracts, and other Council agreements.

Qualifications Required

Doctoral degree (MD plus a Master's degree, or PhD or DrPH, in a public health discipline, or the equivalent), plus five years of public health management and leadership experience at a federal, state or local public health department or agency.

OR

MPH or Master's Degree in similar field of study, plus eight years of public health management and leadership experience at a federal, state or local public health department or agency.

AND

Knowledge of national public health activities and issues, including activities and issues related to the practice of applied epidemiology. Experience working with team-based organizations.

Qualifications Preferred

Have a distinguished record of executive leadership and successful management in large complex organizations. Familiarity with standard methods of administration and planning, such as project management, financial accounting, and staff supervision. Have specific leadership experience in the development, implementation and evaluation of a strategic plan. Understand financial issues, budgets, and be capable of providing sound fiscal oversight and leadership. Be familiar with the Department of Health and Human Services (DHHS) grants management rules.

Familiarity with management of member-driven professional organizations. Demonstrate an ability to bring diverse constituents together effectively for common goals and to keep volunteer leaders and members engaged in the organization. Possess a record of working collaboratively with broad groups of strategic partners to achieve goals.

Demonstrate a comprehensive understanding of current and historic public health policies and issues and their implications at the national and state levels. Have proven experience in public policy and advocacy, including the development of issue platforms to influence the national health agenda.

Have at least five years experience in applied epidemiology at a federal, state or local public health department, with progressive levels of responsibility.

Have excellent written and oral communication skills; strong computer skills. Have experience working with the media, including electronic and print media.

Nominations and applications should be submitted to:

ED Search

CSTE, 2872 Woodcock Boulevard, Suite 303, Atlanta, Georgia, 30341-4015

Fax: (770) 458-8516

Email: BMcLeod@cste.org

No phone calls please.

Applicants should include a detailed letter describing their experience and qualifications as they relate to the position, a current Curriculum Vitae, and names and contact information for three professional references. All applications will be acknowledged and held in the strictest confidence. ***Review of applications will begin May 1, 2002 and continue until the position is filled.*** Starting date negotiable but available May 2002. CSTE offers a competitive salary and benefits package.

EOE M/F