



Richland County is currently accepting applications for a full-time **Public Health Administrator/DON** to join our team in **Wahpeton, ND**. We offer a competitive monthly starting salary of **\$9,930.27** alongside a comprehensive benefits package.

Position Overview

The Public Health Administrator/DON administers, plans, and supervises comprehensive health programs and budgets for Richland County. This leadership role ensures regulatory compliance, guides departmental staff, and serves as a vital public representative for our community's health initiatives.

Core Responsibilities

- **Program Administration:** Plan, direct, and evaluate all county-wide public health programs and services.
- **Financial Oversight:** Develop, manage, and monitor departmental budgets and secure necessary funding resources.
- **Regulatory Compliance:** Oversee and execute all required regulatory and state health reporting.
- **Team Leadership:** Recruit, supervise, mentor, and evaluate professional health department staff.
- **Community Relations:** Act as the official public representative and advocate for Richland County health initiatives.

Required Qualifications

- **Education:** Bachelor's degree in a relevant field.
- **Licensure:** A valid, active **North Dakota Registered Nurse (RN) license**.

Compensation & Benefits

- **Salary:** Starting monthly salary of **\$9,930.27**.
- **Benefits:** Full county benefit package including health, dental, vision, life insurance and a retirement plan.
- **Paid Time Off:** Comprehensive package covering vacation, sick leave, and paid holidays.

How to Apply

All applicants **must complete an official Richland County application form and submit a resume**. You can obtain an application through any of the following methods:

- **In Person:** Richland County Human Resources, 418 Second Ave N, Wahpeton, ND 58075
- **Online:** Visit our website at www.co.richland.nd.us
- **By Email:** Request an application from molsen@co.richland.nd.us
- **By Phone:** Call **701-642-7704** for assistance.

Application Deadline: All application materials must be submitted by **November 6, 2026**.

Richland County is an Equal Opportunity Employer.