

Project Manager- Jefferson County Department of Health

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TARGET CLOSE DATE

08/02/2024

Note: This job posting may close before, or be extended beyond, the listed Target Close Date based on the employment needs of the Merit System.

Grade 29

The pay range for the listed pay grade varies depending on the employing agency. Click [HERE](#) and then select the desired agency to view the pay range for that employer.

The Jefferson County Department of Health is looking for a Project Manager to oversee all administrative facets of designated projects, which includes spearheading the planning for fund allocation. Project Managers at JCDH will manage all sub-awards and sub-contracts, assemble partners, create agendas for meetings, coordinate the submission of required grant reports, and collaborate with the Finance & Accounting department to formulate and update the annual budget for the projects in question. Moreover, Project Managers at JCDH will supervise the media campaigns for the projects and should be adept at public speaking engagements.

About the Jefferson County Department of Health

The Jefferson County Department of Health (JCDH) is a government agency responsible for promoting and protecting the health of the residents of Jefferson County. The JCDH provides a wide range of public health services, including health education, disease prevention and control, environmental health, and clinical services, among several other services. The agency operates several clinics throughout the County, providing affordable and accessible medical care to residents.

A Career with the Jefferson County Department of Health

With the vision of "A healthier Jefferson County for all," the Jefferson County Department of Health (JCDH) is a place to find a rewarding career in public health. JCDH is committed to making a difference and believes that everyone deserves to have access to quality health care, and are committed to making that happen. Whether you are looking for a clinical position, a public health education position, or something in between, JCDH has a place for you. JCDH works to ensure there is a supportive and collaborative work environment, valuing teamwork and cooperation, and are committed to helping employees succeed. JCDH strives to provide and maintain a highly competitive compensation structure, excellent health and medical benefits, and a strong and secure retirement and pension plan, along with other employee wellness benefits and programs. Employment at JCDH will provide an opportunity to commit to their mission to prevent disease and assure access to quality health care, promote a healthy lifestyle and a healthy environment, and protect against public health threats. In addition to their values of Compassion for every life touched, Respect for each other and those served, Collaboration within the

community, Integrity in every action, and Innovation to advance the JCHD mission. Working at the JCHD can offer a career that provides meaning and the opportunity to truly make a difference.

Website: To learn more about the Jefferson County Department of Health, please visit <https://jcdh.org/Default.aspx>.

#### Minimum Requirements:

To be considered for employment in this position, a candidate must possess the following:

- Valid driver's license.
- Experience working in a projectized or functional organization managing and/or delivering projects based on objectives and goals.
- Experience managing a project budget, scope, and a baseline schedule.
- Experience working with Federal and/or local grants and writing grant-related activity reports (e.g., compliance, productivity, invoice reconciliation) for regulatory agencies.

#### Preferred Requirements:

In addition to the above, the ideal candidate will:

- PMP (Project Management Professional).
- Bachelor's degree in Business Management, Project Management, Finance, Public Administration, or Health Systems Management.
- Experience working with substance use disorders and/or treatment and recovery programs.
- Experience with community engagement and advocacy projects.

#### Job Duties:

Typical job duties include, but are not necessarily limited to:

- Acts as a liaison of the organization by collaborating with other internal and external stakeholders and vendors, communicating project information by conducting and attending project-related meetings, and providing training to ensure all stakeholders are informed.
- Coordinates project resources with the team members and contacts by defining project milestones, establishing timelines, developing meeting agendas, and establishing backup plans to ensure completion within scope, schedule, and budget constraints.
- Provides service to internal and/or external customers.
- Prepares financial and budgetary information by preparing project summaries and budget amendments to ensure operation within legal and regulatory requirements.
- Manages project contracts and disbursements with vendors and subcontractors by assisting in preparing contracts, monitoring performance, and overseeing contractual execution according to contractual stipulations and federal regulatory guidelines to deliver funds for the project.
- Prepares reports for management and government agencies by reviewing numbers, writing summaries, and filing reports regarding the status of funding and grant activities to comply with funding and grant requirements.
- Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.

#### Compensation & Benefits:

The Health Department offers a competitive compensation and benefits package, including:

- Salary range: \$74,360 - \$115,336 (starting salary is commensurate with experience)
- Generous pension plan
- Excellent medical insurance

- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule

Competencies:

- Adaptability & Flexibility.
- Computer & Technology Operations.
- Leadership & Management.
- Learning & Memory.
- Mathematical & Statistical Skills.
- Oral Communication & Comprehension.
- Planning & Organizing.
- Problem Solving & Decision Making.
- Professionalism & Integrity.
- Researching & Referencing.
- Reviewing, Inspecting & Auditing.
- Self-Management & Initiative.
- Teamwork & Interpersonal.
- Technical & Job-Specific Knowledge.
- Technical Skills.
- Training & Facilitation.
- Written Communication & Comprehension.

Critical Knowledges:

- Knowledge of budgetary principles and procedures, and encumbrances/expenditures such as revenues, expenditures, and appropriations involved in establishing and maintaining budgets.
- Knowledge of federal and state guidelines regarding grant applications, implementation, and reporting.
- Knowledge of project management methodologies that contribute to an effective understanding of the scope and requirements of projects and a clear process for implementation.
- Knowledge of techniques involved in gathering, compiling, and reporting information about programs, projects, policies, and outcomes.
- Knowledge of the processes and strategies used in the development and enhancement of long-term social, economic, and environmental conditions in a community.
- Knowledge of the project management principles involved in the systematic and structured approach to planning, organizing, and overseeing the successful execution of projects from initiation to completion.

Work Environment:

Work is conducted almost exclusively indoors in an office setting or outdoors at outreach locations. Work involves use of standard office equipment, such as computer, phone, copier, etc.

Physical Demands:

Job is primarily sedentary involving sitting for long periods but may involve occasional walking or standing

for brief periods. Work may involve occasional light lifting of items or objects weighing up to 25 lbs.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

**SPECIAL ACCOMMODATIONS**

Persons requiring special conditions to accommodate a disability when completing the application should contact the Personnel Board at 205-279-3500, Option 1, prior to the target close date.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Personnel Board of Jefferson County (Personnel Board) provides a public personnel system based on merit principles. The Personnel Board strives for the constant improvement of the public service by employing and developing the best qualified persons available. The Personnel Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, creed, religion, political beliefs, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or genetics.

Employment decisions are made by the Merit System agency where the position exists. Each Merit System agency administers its own equal employment opportunity programs in compliance with applicable state and/or federal laws and regulations.

**Job Details**

<b>Job Requisition ID</b>	R0012026
<b>Location</b>	Merit System
<b>Additional Locations</b>	Health Department of Jeff Co
<b>Posting Date</b>	07/21/2024 - 2 days ago
<b>Job Family</b>	Public/Business Administration
<b>Time Type</b>	Full time
<b>Job Type</b>	Regular
<b>Supervisory Organization</b>	Merit System ()

Internal: Project Manager- Jefferson County Department of Health