

GRADE: 15
DIVISION: Director's Office

POSITION SUMMARY:

The Project Manager is a full-time position to administer a CDC grant of the duration of the proposed funding. Funding will support public health infrastructure (i.e., workforce, foundational capabilities, and data modernization).

The ideal candidate is experienced managing grant deliverables, including overseeing the timeline and budget, rallying key collaborators, responding to changing program needs, and regularly reporting to the CDC and other constituents. Key to success will be the ability to build relationships with both internal and external partners.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but are not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (100% of Time):

1. Serves as the primary point of contact for the grant and related projects.
2. Strategically develops project timelines, budgets, documentation, and other deliverables, incorporating CDC funding and other resources.
3. Manages all day-to-day project activities, e.g. implementing, evaluating, and reporting on projects funded through the initiative by reviewing grant guidelines and requirements to ensure submissions are accurately formatted and contain all required information.
4. Monitors and documents data metrics for project performance, notifying stakeholders of problems affecting timelines and resources.
5. Clearly communicates with internal and external stakeholders, managing expectations to ensure positive relationships with all.
6. Ensure that subrecipient contract deliverables are met, reimbursement documentation is received, reviewed for accuracy, and paid timely.
7. Meets regularly with team leads, subrecipients, Associate Executive Director and others to address performance issues and revise strategies.
8. Be readily available to provide updates regarding the grant to the THD Management Team, Division Chiefs Group, Board of Health, and community partners upon request.
9. Completes required training in support of duties and responsibilities of this position.
10. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education: Bachelor's degree required. Master's Degree preferred.

Experience: Minimum of 5 years managing grants and projects, including rallying resources and partners to achieve deliverables and communicate them. An ideal candidate will have an understanding of social factors that influence health outcomes and have established relationships with diverse community partners.

Skills:

- Ethical, results oriented and committed to ensuring the initiative has the best outcomes.
- Previous experience administering grants required; federal grant management experience preferred.
- Project management and organizational abilities to manage priorities and workflow.
- Able to collaborate with diverse partners and bring them together to achieve project outcomes.
- Excellent listening, interpersonal, written, and oral communication skills.
- Able to approach problems and challenges directly, efficiently and with creativity.
- High proficiency with Microsoft Suite and spreadsheets.
- Must work well under pressure and be comfortable with navigating unexpected challenges in a creative way.
- Must be able to shift readily between the "big picture" and the small-but-crucial details, knowing when to concentrate on each.

Licenses/ Certifications: PMP – Project Management Professional preferred

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with various levels of the organization
- External contact with community partners and federal grant agencies

PHYSICAL EFFORT:

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Lifts materials, boxes of records, and equipment weighing up to 25-30 pounds; stooping, bending and squatting in retrieving files.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None

Indirect Supervision – None

Budget/Money/Material – Responsible for assigned equipment.

Reports to – Associate Executive Director

WORKING CONDITIONS:

- Must be flexible to meet the needs of various schedules; hours may fluctuate based on priority of deadlines and workload
- Project Managers usually work in an office environment, but the purpose of the project may sometimes take them to non-standard workplaces
- Project Managers work a standard workweek but may be required to work some evenings and weekends to meet project deliverables

SPECIAL REQUIREMENTS:

- Must maintain TCCHD record confidentiality unless officially authorized to release a record.
- Must be able to travel independently as needed in Tulsa County (less than 10% of working time)

FLSA Status: Exempt