

Whole Health Planner Tompkins County

Department: Health Department
Classification: Competitive
Labor Grade: White Collar Grade 14
Approved: 12/2022 by RP
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Master's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to project management, OR
- (b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to project management, AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience planning, implementing, coordinating, organizing, supervising, or administering a public, mental or behavioral health program; OR
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to project management AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience planning, implementing, coordinating, organizing, supervising, or administering a public, mental or behavioral health program; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position reports directly to the Department Head and conducts project management as assigned. Tasks will include project management, scope development, goal and activities tracking, communication with project participants, scheduling, agenda and minutes development, resource needs evaluation and reporting project activities both verbal and in writing. The position works independently with input from Senior Leadership and the Department Head. Direct supervision will come from the Department Head, but projects may be led by other departmental leaders and the incumbent will need to be comfortable taking direction from multiple sources with allowances for considerable autonomy and independent judgment in executing tasks. The incumbent may also be responsible for leading teams on projects that require coordination of efforts by other members of the department and community. The work of this position is subject to changes in work priority and potential for conflicting deadlines. The incumbent will need to be able to persuade, motivate or influence other and be able to facilitate meetings involving important or difficult issues. The incumbent search for and prepare grant applications. Supervision is not a required professional component of the position, although supervision of interns or fellows may be required on a project or programmatic basis.

Patient and/or client contact may be required to fulfill work objectives but is not the primary function of the position. Risk is minimal. This is a standard office environment. Due to extensive computer usage, the job does require good manual dexterity, an operating knowledge of the equipment, and considerable visual effort. Physical effort is minimal. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Oversees the definition and management of project scope, objectives, timelines, resource requirements, tasks and reporting, involving all relevant stakeholders;
- Works directly with Department Head to manage projects including Strategic Planning, electronic systems implementation, and other projects identified;
- Coordinates the Department Head's calendar;
- Works closely with Senior Leadership, departmental staff and other partners to ensure progress and implementation of projects, including leading structured meetings and identifying/resolving issues on a regular basis;
- Prepares and presents reports and evaluations defining project progress, problems and solutions;
- Works as hands-on member of project team to implement project objectives;
- Resolves obstacles and manages project changes to achieve project goals;
- Troubleshoots and resolves user problems related to project implementation;
- Coordinates internal and external resources to execute projects;
- Interacts with internal and external stakeholders;
- Develops and implements project management processes and policies;
- Communicates directly with Senior Leadership, departmental staff and partners to ensure project objectives are met;
- Develops and delivers training programs on computer applications as needed;
- Does related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of project management tools and approaches;
- Excellent problem solving skills with an ability to anticipate problems and develop solutions on deadline;
- Ability to understand, identify and apply project management tools and techniques;
- Ability to track and report on project goals and activities;
- Ability to communicate activities and goals to a diverse audience and ensure understanding of assigned tasks;
- Ability to organize, direct, and coordinate work activities;
- Ability to handle difficult and important assignments;
- Ability to navigate software programs with ease;
- Understand technical concepts and communicate them clearly;
- Ability to effectively teach others how to use project management software systems;
- Ability to interact tactfully and effectively with Senior Leadership and departmental employees;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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