



HHS INNOVATIONS AND GRANT MANAGER

DEFINITION: Under supervision of the Program Integrity and Quality Assurance (PIQA) Manager provide planning, administration, management oversight and supervision of new initiative and innovation projects and activities. Will develop and implement processes, work with program staff, and assist leadership with defining and prioritizing strategic projects related to new initiatives and related projects.

This position requires contract and project management, interpersonal, and communication skills. A successful candidate will need to feel comfortable working with a wide range of stakeholders within a complex service delivery system. The position analyzes low, moderate to high risk new or existing opportunities designated as part of their contract and grant portfolio. Contract and Grant activity may be non-routine and require development of specialized contract and grant vehicles and techniques to accomplish business goals and objectives. Under the leadership of PIQA Manager, project management will be at the forefront and will require but not be limited to training, supporting and directing project teams throughout the contract or grant life cycle, as well as throughout the implementation of statewide initiatives.

ESSENTIAL JOB DUTIES: Plans, directs, and administers the implementation and ongoing management of special project requirements, in the most cost-effective and services-oriented manner; facilitates and provides positive leadership to program, projects, multi-disciplinary team members and contractors; directs, coordinates, and monitors the development of designated programs' work plans, priorities, and evaluation criteria; assigns work activities, projects, and teams; performs the most critical and sensitive professional representation, facilitation, and negotiation tasks; and monitors and evaluates work in progress and at completion to ensure compliance with program and project criteria. Identifies programmatic goals, objectives, priorities, and activities to be accomplished consistent with the principles of behavioral health and public health, and within a Health and Human Services context; develops strategies for the successful achievement of those goals, objectives, and priorities; directs and coordinates the implementation of accepted strategies and plans. Identifies and develops new and/or modified programs that would promote and enhance health response; initiates, oversees, and participates in the necessary research and analysis to justify the appropriateness of implementing the proposed program, project, intervention or policy. Assists in development of the budget for assigned programs by preparing cost estimates and projections, and performing ongoing monitoring of expenditures to ensure compliance with budget provisions; reviews simple to complex solicitations and prepares with the assistance of project teams, specialized and/or non-routine response for proposals, bids, and contract or grant modifications; develops negotiation strategy to include the negotiation of terms and conditions of awards, establishing compliance and evaluation criteria, and reporting requirements; analyzes contract or grant requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, and county policies and procedures, oversee and monitor subcontracts and all deliverables. Prepare notes, reports and other documents for monitoring and reporting activities as required. May supervise subordinate staff. Other related duties may be assigned.

EMPLOYMENT STANDARDS

Education/Experience:

At least five (5) years of progressively responsible professional experience including at least three (3) years of administrative and management/supervisory responsibility AND a bachelor's degree or higher with emphasis in public health, social science, and/or business/public administration or other applicable field is preferred.

Knowledge of: Program development, administration, and service delivery related to the program or programs in the area of responsibility; current management and leadership techniques, performance appraisal methods, and public administration; knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to; knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures; public and private community resources

Ability to: Engage in outreach and information activities to identify and secure funding for projects and programs; provide effective leadership and supervision; act as a liaison between staff and administration; communicate effectively in written and oral forms; establish and maintain cooperative working relationships with multi-system partners and as part of the multidisciplinary team; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively

and ensure communication up and down the supervision chain. Work with various cultural and ethnic groups in a tactful and effective manner.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.