



## **COVID-19 PROGRAM GRANT MANAGER**

**DEFINITION:** Under supervision of the Deputy Director of Public Health and Prevention, provide planning, administration, management oversight and supervision of Public Health projects and activities. Will develop and implement processes, work with program staff, and assist leadership with defining and prioritizing strategic projects related to COVID-19.

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 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 Deputy Director of Public Health, client 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 lifecycle.

### **CURRENT POSITION:**

**Position duties can be met via a blended model of in person office and telework.**

**ESSENTIAL JOB DUTIES:** Plans, directs, and administers the implementation and ongoing management of public health COVID-19 response and recovery activities, 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; 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 principle of public health, and in 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 public 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. Other related duties may be assigned.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience:**

At least five (5) years of progressively responsible professional or clinical experience including at least three (3) years of administrative and management/supervisory responsibility. 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.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.