

FAMILY & COMMUNITY HEALTH OPERATIONS MANAGER

Recruitment #1702-5046-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	3/10/2017 11:59:00 PM
Filing Deadline	3/31/2017 11:59:00 PM
HR Analyst	Emily Keeley

INTRODUCTION

Are you a leader in health administration looking for a rewarding opportunity?

The City of Milwaukee Health Department is seeking a Family and Community Health Operations Manager to join a team of dedicated professionals who oversee programs that are critical to the health and well-being of the community.

PURPOSE

The Family and Community Health Operations Manager helps develop, implement, manage and evaluate evidence-based programs for the City of Milwaukee Health Department's (MHD) Family and Community Health (FCH) division.

The Milwaukee Health Department's Family and Community Health programs include home visiting services to at-risk families, the Women, Infant and Children (WIC) nutrition program, the Medical Assistance Outreach Program, the Community Healthcare Access program, the Men's Health program, the Adolescent Community Health program and many others.

ESSENTIAL FUNCTIONS

- Assist the Family & Community Health Services Director in program management; oversee assigned programs independently.
- Ensure that programs are in compliance with internal and external deliverables and expectations.
- Assess programs and work to improve and streamline internal processes and administration.
- Write, edit and proofread both internal reports and external reports to foundation and government funding sources.
- Ensure that grant deliverables are finalized and submitted on time.
- Work with managers and a graphics team to ensure that FCH web pages are up to date and accurate.
- Develop and oversee contracts/subcontracts, including negotiating terms, drafting documents, authorizing payments and monitoring overall performance of contractors/subcontractors.
- Oversee collection and review of data from programs.

Family & Community Health Operations Manager (Health Department)

- Contribute to strategic planning for objectives and goals, budgeting, intra-divisional synergies and cooperation and work with external divisions.
- Hire, train, support, supervise and evaluate staff assigned to the operations unit.
- Identify and research corporate, foundation and government sources of funding for FCH activities.
- Cultivate partnerships within the Milwaukee community and represent the Milwaukee Health Department in area coalitions and networks.
- Assist in the planning and preparation of proposals for grants or contracts.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

May be required to participate on a 24-hour, emergency on-call rotation schedule, including weekends.

Travel outside the City of Milwaukee is required and occasional overnight travel may be required.

MINIMUM REQUIREMENTS

1. Bachelor's degree in nursing, public health, healthcare management, administration, social work community health, human services or other related field from an accredited college or university.
2. Three years of progressively responsible experience in public health care program planning, policy development, community health assessment or health administration.
3. Valid driver's license at time of appointment and throughout employment.
4. Properly insured vehicle at time of appointment and throughout employment for use on the job; mileage reimbursement is provided.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

Master's degree in nursing, public health, healthcare management, administration, social work community health, human services or related field preferred.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Family & Community Health Operations Manager (Health Department)

- Knowledge of program management principles, including outcome assessment.
- Judgment and decision-making skills; ability to employ creative problem solving.
- Management, leadership and supervisory skills.
- Skilled in oral communication including the ability to speak effectively before the public, media and city officials.
- Written communication skills required to write reports, grants, contracts and official correspondence.
- Ability to calculate figures and amounts and apply concepts of basic algebra and geometry to determine cost-benefits of programs and measure outcomes.
- Knowledge of program management tasks including budget development, contract or grant development, outcome measurement and quality assurance.
- Ability to interpret a variety of technical instructions, such as operating instructions and procedure manuals.
- Ability to plan, prioritize, and complete work; ability to meet deadlines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to utilize public health related data systems and data collection tools.
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, media, city officials and other outside agencies.
- Ability to maintain confidentiality and work with integrity.

CURRENT SALARY

The starting salary for City of Milwaukee residents is \$62,338 and for non-residents is \$60,809 (Pay Range 1FX). Appointment up to \$77,297 for residents or \$75,401 for non-residents is possible based on qualifications and experience and is subject to approval.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **March 31, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.