



# Position Description

Canton City Public Health  
FINAL

<b>Position Title:</b>	Project Manager		<b>Position #:</b>	873	
<b>Working Title:</b>	THRIVE Project Manager		<b>CS Status:</b>	Classified	
<b>Division or Unit:</b>	Office of Public Health Information	<b>Reports to:</b>	Health Commissioner		
<b>Employment Status:</b>	Full Time	<b>Pay Grade:</b>	R7	<b>FLSA Status:</b>	Exempt
<b>Funding Source:</b>	Grant Funded from various sources.				
<b>This position description was last approved by the Board of Health on:</b>			March 28, 2016		

**Position Summary:** Under general supervision of the Health Commissioner, this position is responsible for implementation of the day-to-day Stark County THRIVE infant mortality reduction project. Works with community members to examine social, economic, cultural, safety and health system factors associated with fetal and infant mortality. This position will work with the community to facilitate planning and implementation of interventions that will reduce infant mortality in Stark County. The position will report to the Health Commissioner.

**Essential Duties & Responsibilities:**

- 70% **Program Management.** Using independent judgment and knowledge of community collaboration processes, manages the daily activities of the Stark County THRIVE program. Provides leadership to the THRIVE teams, coordinates and facilitates team meetings. Develops and maintains meeting minutes, written reports, grant proposals and other documentation pertaining to the program. Collects and reports outcome measures pursuant to established evaluation plans. Serves as the primary contact for the Stark County THRIVE program.
- 10% **Community Networking.** This position will serve as program liaison to the Ohio Equity Institute for Birth Outcomes (and Ohio Department of Health project to reduce infant mortality in Ohio) and other partners. Serves as primary program contact for the Stark County THRIVE collaborative.
- 20% **Community Networking.** This position will serve as program liaison to the Ohio Equity Institute for Birth Outcomes (and Ohio Department of Health project to reduce infant mortality in Ohio) and other partners. Serves as primary program contact for the Stark County THRIVE collaborative.

**Other Duties & Responsibilities:** Assist in program planning and grant writing for other programs on occasion. May be required to respond to public health emergencies. Other duties as assigned.

**Minimum Qualifications:**

- Bachelor’s degree from an accredited four-year institution.
- Valid Driver’s License
- Reliable transportation

**Preferred Qualifications:**

- Experience in management of projects involving community collaboration including the collection of outcome data, progress on work plans, coordination of activities, and maintaining program documentation
- Experience working with diverse populations in diverse environments.
- Experience chairing multi-organization meetings with participants from multiple

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professions.

- Knowledge of community health, maternal and child health, and public health.
- Proficient in the use of word processing, spreadsheets, email, and use of Internet web browsers.

## Key Competencies:

This position is aligned with the Council on Linkages Core Competencies (Adopted May 2010) ([www.phf.org/programs/corecompetencies](http://www.phf.org/programs/corecompetencies)) Competencies for this position include:

- Analytic & Assessment Skills: Tier 2
- Policy Development & Program Planning Skills: Tier 2
- Communication Skills: Tier 2
- Cultural Competency Skills: Tier 2
- Community Dimensions of Practice Skills: Tier 2
- Public Health Sciences Skills: Tier 2
- Financial Planning & Management Skills: Tier 2

Canton City Health District has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

## Work Environment:

Normal office working conditions, exposure to possible inclement weather conditions, road hazards. While performing this job, the employee regularly exhibits digital dexterity while using a computer keyboard. Employee frequently sits for extended periods of time, and occasionally stands and walks. Vision demands include close, relatively detailed vision while focusing on a computer screen and reading printed material. Must be able to concentrate for extended periods of time. Employee occasionally reaches with hands and arms, climbs and balances, and stoops, kneels, crouches, and crawls. Employee exhibits normal speaking and hearing demands. Employee regularly interacts with collaborative groups in the community.



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- Other:**
- This job may require scheduling of duties at night or other non-traditional work hours.
  - Travel may be required to other area health departments, the Ohio Department of Health, and other trainings and meetings. Some out of state travel may be required.
  - Availability of this position is dependent on grant and other funding. Reduction in grant funds may result in the elimination of this position.

**Approval:** This position description was approved by the Board of Health on: **03/28/2016**

**Revision History:** Dates of prior approved versions:

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

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Employee Signature

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Date

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Printed Name