

BOSTON PUBLIC HEALTH COMMISSION

TITLE: Program Manager POSITION # TBA

DEPARTMENT: EMS/Metropolitan Medical Response System (MMRS)

LOCATION: Albany St.

SUPERVISOR: Associate Director

SALARY: \$35,000 – 45,000 annualized range, DOE

HOURS: 35 hrs/wk 9-5. Duties will require working some evenings or weekends. Incumbent must also carry a cell phone and be available for emergencies 24/7.

DUTIES:

Under direction of the Associate Director, support MMRS mission with a specific focus on procurement of goods and services and executing contracts that carry out the projects conducted by MMRS. This mostly consists of acquiring pharmaceuticals and personal protective equipment to achieve the enhanced capability necessary to respond to a mass casualty event or public health emergency, and supporting regional activities to increase response capabilities during the first hours crucial to lifesaving and population protection, with regional resources, until significant external assistance can arrive. This position will support the Senior Program Manager and the Associate Director as necessary in all areas of MMRS with hospital focused initiatives under the Partnership for Effective Emergency Response (PEER), the 4C Hospital Coordination Contract with the DPH and several ongoing hospital projects under the Urban Area Security Initiative (UASI) funding that comes through the Mayor's Office of Emergency Preparedness (MOEP)

Planning and Assessment: Develop and maintain a thorough understanding of all Boston area medical and public health consequence management plans, with a specific emphasis on MMRS and UASI responsibilities relating to hospital coordination. Develop and implement projects to increase regional capacity and coordination for medical/public health planning and emergency response. Ensure consistency and promote synergies among MMRS, EMS, BPHC, Mayor's Office of Emergency Preparedness, Conference of Boston Teaching Hospitals, MA DPH, Community Health Centers, neighborhood and community based emergency preparedness programs, as well as other key regional response projects and programs. Prepare reports and briefing materials to provide information on status of all projects, as well as recommendations for future action. Serve as a local expert and, as needed, advisor, on health care emergency preparedness and MMRS target capability list matters. Collaborate with BPHC administrative, fiscal and legal offices to determine administrative, budgetary and legal requirements of all projects related to the development of BPHC emergency response capacity. Prepare contracts, purchase orders and RFP's. Ensure that project goals and objectives are consistent with both federal and state grant guidance. Collect, review and analyze information to determine effectiveness, and recommend changes/improvements.

Management: Assist with oversight of Memoranda of Agreement, RFP's and grants with regional partners. Represent BPHC/MMRS at meetings, conferences and other events as needed. Work in a confidential capacity with the Director. Meet regularly with the Dir. regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Operate independently. Use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services and BPHC policy. Perform other duties as required.

MINIMUM QUALIFICATIONS:

BA/BS in related discipline preferred plus 1 year demonstrated experience in managing projects involving significant planning and coordination required. Ability to write clear, concise reports, and to follow and to give clear written and oral instructions is essential. Ability to analyze and interpret information and data required. Excellent written / verbal communication skills are essential, as are the abilities to work as a member of a team, and establish and maintain professional working relationships with others. Exceptional organizational skills req as demonstrated knowledge of project management process. Ability to meet deadlines and manage projects under stressful conditions is required. Experience with grant writing, executing contracts and doing purchasing is preferred. Advanced knowledge & experience with MSOffice, Word/Excel, and PowerPoint req. Exper in emergency preparedness as well as public sector work is preferred. Exper with and knowledge of local community agencies and health care providers strongly preferred as well as experience working with state and federal agencies.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston residency is required, or willingness to relocate.

REQ#: PHC 3000