

Project Manager

Classification: Exempt

Reports to: Project Manager

Job Overview

The Project Manager role will be part of project management team responsible for successfully delivering one or more of MyHealth's strategic projects, programs and/or work streams.

MyHealth projects might include internal efforts to migrate or implement new technical solutions, adding new or select data contributors to the existing health information exchange, process improvement efforts and focused endeavors to meet the requirements for special grants or programs.

The Project Manager will scope, plan, execute, manage and drive projects to completion on time, on budget, and within scope. The PM coordinates the efforts of multidisciplinary team members, vendors, contractors and consultants to deliver projects according to plan, and resolves issues to ensure project goals and requirements are met. The PM will serve as the central point of contact for the assigned project and which includes status reports to project stakeholders and MyHealth leadership.

Responsibilities Include:

- Serves as the project leader and central point of contact on assigned projects which includes forming, coordinating, and managing multidisciplinary technical and functional teams.
- Facilitates and troubleshoots issues associated with project requirements, design, resource availability and supporting processes related to delivering the projects.
- Considers overall organization goals and objectives and the interdependencies between projects and/or impacts to existing systems and processes.
- Provides technical and management advice and assistance to department management and personnel as it relates to the project goals.
- Develops, maintains, strengthens, and influences partnerships between team members, functional teams, and management to accomplish goals.
- Promotes adoption of technical and process change by the organization.
- Responds to inquiries about projects and serves as the project spokesperson as needed
- Reports project status, budgets, issues, risks, and timeline.
- Assists with new project vetting of requirements to help determine level of effort and prioritization.
- Assists in developing departmental plans, goals, objectives, policies, and procedures.
- Assists with defining, maturing and then using Project Management Team methodology and tools.
- Performs related responsibilities as required or assigned.

Education/Experience:

- Bachelor's degree in Business, MIS, Computer Science, Health or related field highly preferred.
- 3-5 years of experience in project management, or a related field; or bachelor's degree. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Health records, Health industry or Social Services experience is a plus
- Demonstrates capacity to become "expert" in new topics and disciplines quickly
- Demonstrates strong follow-up, leadership and teamwork skills
- Self-starter attitude with the ability to excel in dynamic work environment
- Capacity to embrace change and quickly adapt to new situations, changes in direction and altering priorities
- Strong communication (listening, oral and written), excellent time management, and ability to facilitate efforts/meetings
- PC Skills: Expertise in Microsoft Office Suite (Excel, Word, PowerPoint) as well as proficient in Visio, SharePoint and MS Project
- Project Management Professional (PMP) preferred but not required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 8:30 a.m. to 5 p.m. and must work 40 hours each week to maintain full-time status.

Travel

Occasional travel may be required in support of projects and customers, primarily local and statewide.

AAP/EEO Statement

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The following are always expected:

- Comply with employee handbook
- Be prompt and on time
- Communicate clearly
- Treat others with respect
- Maintain confidentiality where appropriate
- Be honest and open with questions, concerns and feedback for others