

POSITION: SENIOR PROGRAM MANAGER (Fiscal Operations)
LEVEL: M-1 \$41,899 - \$51,107
DEPARTMENT: HEALTH

FUNCTION: Oversees and manages fiscal and accounting systems, and contracts and permits for field and facility use. Performs a variety of routine and complex technical work to provide efficient and effective assistance to management in the administration of City government.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Health.

SUPERVISION EXERCISED: Supervises staff as designated by the Director of Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides high-level fiscal and administrative coordination and leadership for the department's grant programs including the Southeastern Health Initiative for Transformation (SHIFT) project, to decrease preventable risk factors and illness, improve chronic disease management, and reduce disparities in chronic disease.

Oversees and performs all accounting functions; maintains internal controls and safeguards for revenue, expenditures and budgets; presents financial reports in an accurate and timely manner; and with Director, manages annual budgeting and planning process.

Monitors revenues and expenditures in assigned area; assists in the preparation of quarterly and annual budgets.

Maintains system for receipts, expenditures and reports. Provides supervisor with periodic and as-needed budgetary reports.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and assignments; reviews progress and directs changes as needed.

Assures that assigned areas of responsibility are performed in accordance with department Standard Operating Procedures.

Analyzes data to provide insight to program successes and complications. Understands and provides strategies to successfully reach underserved populations.

Ability to operate independently and work with partner organizations as needed. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to the New Bedford Health Department and City of New Bedford policy. Makes and recommends management and personnel decisions for, including, but not limited to promotion, transfer and assignment of staff, and imposition of discipline.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a college or university with a Bachelor's degree in public administration, business management, finance, or a closely related field, and one year supervisory experience preferred; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Knowledge of accounting systems and process, knowledge of managing budget development and analysis, strong analytic and problem solving skills, and experience in grants management as it relates to compliance and reporting of government, corporate and foundation grants a plus.

Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including Excel and Word. Munis experience preferred.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: General office equipment such as a personal computer, calculator, copy and, fax machines, printers, scanner and multi-line phone system.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administrative work is performed in an office environment. Occasional information gathering and with potential exposure to infectious and contagious diseases. Interacts frequently with the general public, health care providers, medical institutions, members of the building community, environmental scientists, other municipal employees and officials, and local, State and Federal governmental agencies and organizations. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.