

Systems Integration Project Opportunity Project Manager

Summary (Exempt)

The Monroe County Systems Integration Project (SIP) is a community-driven initiative that began in 2017, and is focused on the transformation of the service delivery system that extends across Monroe County's health, human services, education, and public sectors. SIP's deliverables include a person-centered, service delivery model supported by an integrated Data Ecosystem, and a system-wide measurement model that drives shared accountability for the improved health and well-being of Monroe County residents. The benefits that will be realized when SIP's work is complete include:

- Individuals and families will be more empowered to advocate for their health and well-being.
- Information will be shared thoughtfully and confidentially so care teams can better respond to an individual's needs more holistically.
- Community trends will be better identified to shape programs and responses that best fit our community's unique needs.
- Services and programs will be more aligned and coordinated across all aspects of our community.
- Investments in our community will be better spent allowing more individuals and organizations in our community to thrive.

SIP is seeking a Project Manager who will be responsible for planning, executing, monitoring, iterating, and improving project deliverables including an online, public benefits calculator that is being developed in collaboration with Action for a Better Community (ABC) and a dedicated group of stakeholders.

This is a grant-funded position. Employment is through the fiscal agent, United Way of Greater Rochester and the Finger Lakes.

Essential Functions

The Project Manager reports to SIP's Senior Project Manager. Essential functions include:

Project Manage the Benefits Calculator Project

- Plan and execute a project workplan consisting of milestones, deliverables, and activities
- Facilitate small and large group discussions and meetings in support of project goals and to resolve issues
- Document requirements, test scenarios, workflows, procedures and reports
- Provide training and technical assistance to system users
- Learn, use, and teach Human-Centered Design mindsets and methods to drive toward person-centered tools and processes

Project Management Support for SIP Delivery Team

- Support Project Manager by maintaining scope management and feedback processes
- Support Project Leadership team by documenting, discussing, seeking answers and resolutions to project issues, risks, and decisions
- Support Project Manager in annual project planning and goal setting process and monitoring team's progress against plan/goals
- Manage twice annual reporting of Project's Key Performance Indicators (KPIs)

Promote SIP Culture

- Ensure SIP activities and actions reflect SIP cultural priorities: Be Transparent, Be Accountable, Be Community Focused, Be Agile, and Be Respectful and Listen
- Foster trust, shared accountability and transparency across the project and drive progress towards completion of Project milestones

Perform Other Duties as Assigned

Competencies and Skills

- Successful track record of managing multiple projects at the same time
- Experience and passion for facilitating groups through various types of discussions including planning and status meetings, issues management and consensus building sessions
- Ability to train team members and project stakeholders
- Ability to think and problem solve at a systems level, as opposed to only on a program or organizational delivery level (e.g., identify strategies focused on increasing coordination or filling gaps in service)
- Dedication to improving outcomes for community members
- Experience working with stakeholder groups that are diverse in their culture, ethnicity, socio-economic status, and other experiences
- Strong communication and interpersonal skills
- Proactive, inquisitive, positive, and collaborative
- A self-starter who can work both independently and as part of a team
- Ability to work within a fast paced, startup environment
- Excellent written, verbal communication and presentation skills with ability to effectively communicate with senior management
- Strong analytical skills
- Strong project management skills
- Ability to lead and influence others without a direct reporting relationship
- Dedication to improving outcomes for community members
- Experience working with stakeholder groups that are diverse in their culture, ethnicity, socio-economic status, and other experiences

Supervisory Responsibility

This position does not have supervisory responsibility.

Travel

Travel is primarily local during the business day

Education and Experience

Required Education and Experience

- Bachelor's Degree and five years of experience and/or demonstrated capability to perform job responsibilities with an equivalent combination of education and/or relevant experience
- Strong computer skills including proficiency with MS Office Suite, Visio, or other process mapping software
- Experience leading or working on project teams responsible for delivering a technical solution

Preferred Education and Experience

- Graduate degree
- Project Management training and/or certification

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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