

POSITION DESCRIPTION

Classification: IT Project Manager 5
Title: IT Project Manager 5
Employee Name: Vacant
Program: Prevention Services administration
Division: **Prevention Services Division**
FTE: 1.0
FLSA: Non-Exempt
Represented Status:
Salary Range:
Position Number:
Effective Date: TBD
Revised From:

Definition:

This is a temporary full time position at the Snohomish Health District. The position is expected to be from November 1, 2022 through June 30, 2023 and may extend based on District need.

Under the direction of the Prevention Services Division Director, or designee, the incumbent will be responsible for the planning and implementation of the agency's new electronic health record. The incumbent will be responsible for managing the project life cycle in support of key internal and external stakeholders during the implementation of the agency's new electronic health record Patagonia. The Project Manager participates in complex decision making; developing implementation strategies, definition, scope, and software analysis; and maintaining project plans, and timelines.

This position will work closely with Snohomish County Department of Information Technology (DoIT) and the Districts Business Management Analyst.

Work is performed under limited supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with experienced judgment, instructions, policies, procedures and/or accepted practices Work is evaluated for technical soundness and conformity to practice and policy.

Examples of Work Performed:

- Manage full implementation of project life cycle from kick-off preparation through implementation completion and transition to support.
- Applies advanced, extensive knowledge and skills in multiple integrated specialties, and contributes to the development of new knowledge related to information technology project planning.
- Manages technical issues that are very complex, impact a very large number of users, demand a very large amount of resources, are of very long duration and/or very high risk, with significant effects in multiple integrated areas. Develops solutions that are creative, effective, and enduring, and designs/creates programs, data structures and reports related to the area of information technology project planning.

- Leads and mentors teams and individuals, directs or supervises staff at lower technical levels, leads small groups, is the principal advocate within the county for a particular function, represents county on technical matters in local and regional groups, and initiates significant improvements in work correlated with information technology project planning.
- Applies and leads others in applying a working knowledge of project planning, management and methodologies in projects that incorporate information technology project planning.
- Acts independently, with considerable discretion to act and make decisions independently in very complex projects and tasks. Displays an advanced understanding of complicated issues, recognizing impacts to a large number and/or wide range of users, consequences of taking risks, and short and long term implications. Considers financial and other impacts of assigning valuable resources. Initiates work to obtain desired results.
- Demonstrates advanced, rigorous thinking skills on challenging, difficult issues. Uses thinking skills that involve analyzing, prioritizing, abandoning prejudices and previous ideas, and applying practical considerations. Delivers at an advanced level of competency in multiple specialties and roles related to the area of information technology project planning.
- Serves as a departmental spokesperson on technical matters, acts as a consultant on feasibility and implementation of existing and new technologies, and interprets for others complex information and tasks about information technology project planning.

Associated Duties:

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of project management
- Knowledge of electronic health records
- Knowledge of public health
- Knowledge of modern office practices, procedures and equipment including personal computer and word processing, multiple database and spreadsheet software.
- Knowledge of effective presentation techniques to groups and individuals.
- Skill with organizing and guiding groups toward common goals while gaining support and buy-in.
- Skilled in use of interpersonal skills using tact, patience and courtesy.
- Skilled in organization and coordination and scheduling of multiple simultaneous tasks and projects with strict deadlines, without requiring supervision/reminders.
- Skilled in positive and effective interaction with individuals of diverse cultural, social, and economic backgrounds.
- Must be resourceful searching out answers using any available resources and be tech savvy, able to figure out new technology/software with little to no assistance.
- Ability to work independently and exercise initiative, sound independent judgment, and discretion.
- Ability to establish and maintain effective working relationship with co-workers, management, other employees, agencies, and the general public.
- Ability to coordinate and collaborate reports and information from a variety of sources with unique, detailed, complex, and/or vague procedures or regulations.
- Ability to actively participate as an effective team player.
- Ability to understand and follow oral and written instructions.
- Ability to meet timelines and schedules on multiple simultaneous projects.
- Ability to prepare and maintain accurate and detailed records and reports.
- Ability to read and interpret documents such as policy manuals, business periodicals, and technical procedures.
- Ability to apply common sense understanding to solve complex problems or deal with several variables in standardized situations.
- Ability to deescalate tense situations with customers and members of the public, and skilled with conflict resolution.

Job Location, Working Conditions and Equipment Utilized:

The incumbent will generally work in an office setting. The noise level in the work environment is usually moderate. The incumbent may be exposed to individuals who are irate or hostile. Typical business office machinery and equipment used include, but are not limited to computers, telephone, fax, copier, calculator, projector, and cash drawers.

Required Physical Traits:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: A Bachelor's degree in information technology, computer science, business administration or related field.

Experience: five (5) years of directly relevant IT experience

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Assistant Division Director Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.