



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Project Manager**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Mental Health
Adoption: CSM 8/15/19
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for planning and managing. Duties include but are not limited to: directing and supervising the work associated with grants; providing high quality intensive knowledge to programs that promote community wellness. The Project Manager ensures that the guidelines and procedures of the funded grant are being met. Work is performed under the general supervision of The Cayuga County Director of Community Services. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Leads Cayuga County's participation in the NYS HEALing Communities Study, a large-scale multi-year research study, and represent commissioner's office to the research team and to local partners;
Identifies and provides updates on all organizations, regulations, policies, programs and initiatives related to opioid use during the study period and provides regular reports to research team on these using reporting tools established by the research team;
Works with local legislative and executive bodies to address laws, policies and regulations related to health data sharing, IRB/human subjects protections, evidence-based interventions, or to provide cooperation or leadership on cross-departmental efforts;
Responsible for the preparation of annual reports (permissions, budgets, etc. whatever is needed to document county participation or to get participation approved by local legislators);
Manages all study-related communication with local partners, key stakeholders and with local press, and keeps the research team informed of any local developments that may impact public perception of the project;
Supervises county surveillance coordinator; oversees collection and conducts quality control of data related to fatal and non-fatal opioid overdose and access to and utilization of naloxone and medication for opioid use disorder (MOUD) in the county in collaboration with Columbia University's research coordinator;
Manages administrative tasks related to project, including rental of office space, purchase of equipment, management of receipts and other documentation;
Oversees county budget;
Supervises Training and Technical Assistance Coordinator and Community Engagement coordinator, and manages community intervention roll-out according to protocols;
Works with commissioner and community coalition to select network of integrated Opioid Use Disorder care continuum and prevention partners;
Works with commissioner and coalition to select continuum of evidence-based opioid overdose prevention, treatment and care interventions;
Monitors progress of county towards achieving study milestones and prepares monthly reports of the NYSHEALing Communities Study activities in the county;
Oversees development, input of data and use of county dashboard by county staff and community coalition members to inform selection and optimization of interventions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

The qualities of self-motivation, good judgment, excellent communication skills, computer literacy, and excellent attendance are required;
English language proficiency and other need-related indicators;
Good knowledge of the principles, practices, and techniques employed in leading people, administering a program, and developing and administering a budget;
Good knowledge of educational program planning, design and teaching practices;
Good knowledge of grant processing;
Ability to establish and maintain effective working relationships with program instructors, staff and clients, other agencies and advisors;
Ability to understand and carry out complex oral and written instructions;
Ability to maintain records and make oral and written reports in a timely manner.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree in accounting, business administration, public administration or closely related field and one year of administrative or supervisory office or program management experience with a public agency or private business; OR
- (B) Graduation from a regionally accredited or New York State Registered two year college or university with an Associate's degree in accounting, business administration, public administration or closely related field and three years of administrative or supervisory office or program management experience with a public agency or private business; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five years of administrative or supervisory office or program management experience with a public agency or private business; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).