



Harris County
Public Health
Building a Healthy Community

PCN Title:	Project Manager	PCN#	275 2323 001
Functional Title:	MVCD - Project Manager		
Job Location:	3330 Old Spanish Trail, Building D, Houston, TX, 77021		
Division Name:	Mosquito & Vector Control Division	Hiring Manager:	Dr. Mustapha Debboun
Employment Status:	Full Time	FLSA status:	

Position Summary: Under the supervision of the Mosquito and Vector Control Division Director, the Project Manager will be responsible for facilitating project development, coordinating, implementing, and evaluating efficiency of the projects for the Mosquito & Vector Control Division (MVCD) programs surrounding mosquito and vector surveillance, control, research, and education efforts.

Job Duties:

60% Program Operations

- Implements and monitors program scope and goals in order to ensure grant required deliverables are achieved while providing assistance in grant writing
- Assists to ensure adequate daily operation of the MVCD, including correspondence and communication, especially with supervisors and managers.
- Assists to ensure program data is accurately and confidentially obtained, tracked and compiled as well as easy to reproduce
- Participates in quantitative and qualitative data collection, analysis, interpretation, and presentation
- Assists MVCD management team with coordination/collaboration with partners (internal and external) to establish and maintain professional networking relationships
- Explores and pursues new and additional funding sources to enhance and extend MVCD project opportunities
- Prepares quarterly reports and yearly impact statements on project progress and accomplishments

20% Field/Community Resources

- Works effectively with Harris County and the City of Houston communities to provide education including but not limited to: schools, health centers, shelters, and subsidized senior housing according to the current researched based evidence and best practices
- Assists with new community approaches to support and link community members with resources
- Participates in community outreach activities to engage new partners as needed
- Assists with updating community project documents and handouts/materials to meet the needs of MVCD target populations

15% Administrative Support

- Participates as an integral member of the administrative team to assure high quality service to community partners, project participants and coworkers
- Attends and participates in staff meetings and in-service training sessions
- Ensures that team's supply, equipment and material needs are met
- Ensures that work hours are scheduled to meet the needs of MVCD and that accurate time records are kept and maintained
- Participates in in-house committees or activities as assigned
- Assist with goods ordered, purchased, received and used by the projects

5% Other Responsibilities

- Other duties as assigned including special tasks involved in responding to an emergency event

Core Competencies: Organizational Leadership

- Understands the organizational mission
- Understands ethics and public good; is concerned with public trust
- Demonstrates respect for the opinions and beliefs of others

Collaboration

- Demonstrates a sense of responsibility for the success of the group
- Collaborates with others to improve quality and address needs
- Establishes collaborative relationships and projects

Innovation

- Ability to adapt to change
- Able to manage change
- Adept at framing issues

Interpersonal Abilities/Personal Characteristics

- Uses sound judgment
- Self-motivated
- Organizes and maintains work environment to allow for maximum productivity

Communication

- Communicates clearly and effectively, both orally and in writing
- Written and verbal English competency
- Able to read and follow directions

Minimum Qualifications:**Education Requirements:**

- Bachelor's degree from an accredited university

Licenses/Certifications Required:

- Valid Driver's License (TX upon hire) Must have personal transportation for periodic travel

Experience Requirements:

- 2 years' experience in project management

Computer Proficiency:

- Strong skills using MS Office Software such as MS Word, Excel and Power Point

Special Skills:

- Must possess the ability to assist with communicating the divisional/departmental and project-related goals and objectives to peers and the Harris County Community

Preferences:

Education Preferred:

- Master’s in Public Health, Business Administration/Management, Healthcare Administration or related field

Licenses/Certifications Preferred:

- Lean Six Sigma – Green Belt

Experience Preferred:

- Experience in the management and development of teams
- Experience working with entomological and health related fields

Computer Proficiency:

- Advanced knowledge and use of all programs within Microsoft Office Suite

Special Skills:

- Bilingual abilities in English and Spanish
- Ability to type 30-35 words per minutes
- Basic experience in project management

Work Environment:

Physical Requirements:

- Persons in these positions frequently lift, carry, push and pull objects weighing up to 10 lbs. They also occasionally move objects weighing up to 20 lbs., and sometimes, but rarely, up to 50 lbs

Other:

- Employee must be able to handle concerns from the community as well as partners/collaborative organizations
- Employee may be required to work evening and weekends, attend out of town meetings and be on 24-hour call during disaster
- Employee must be able to perform work quickly, yet efficiently during peak periods.
- The employee must follow HCPH and Harris County policies and procedures

Approvals:

Name	Title	Date
Name	Title	Date

