



## CLASS TITLE: RECOVERY TEAM PROGRAM MANAGER – CHICAGO DEPARTMENT OF PUBLIC HEALTH

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### BACKGROUND

The Chicago Department of Public Health (CDPH) envisions a city of thriving communities where all residents are able to live healthy lives. Even before the COVID-19 pandemic, however, a white Chicagoan lived 8.8 years longer on average than a Black Chicagoan, and life expectancy was declining for all racial and ethnic groups except whites. This is unjust, unacceptable – and preventable. As we shift from a focus on emergency response to an equitable recovery, CDPH's Recovery Team Project Managers will help lead critical initiatives in key areas driving this life expectancy gap.

### CHARACTERISTICS OF THE CLASS

Under direction, this position oversees a major project(s) within the CDPH Recovery Plan portfolio, such as general administration, program management, or leading a specific functional area.

### ESSENTIAL DUTIES

- Under guidance from Department leadership, assists with implementation of one or more programs within the Department's Recovery Plan portfolio
- Manages multiple aspects of program, which may include project plan design, budget, process and outcome metrics, delegate agency management, and program monitoring, to ensure goals and timelines are met
- Oversees sub-delegates or vendors as appropriate
- Coordinates with and provides updates to relevant stakeholders throughout program
- Compiles and analyzes data and information and drafts recommendations for executive leadership and stakeholders
- Prepares project status, recommendations, and ad hoc reports for executive leadership and stakeholders
- Assists with program-level reporting, operations, communications, and compliance related to projects funded by the American Rescue Plan and other local and federal funding sources
- May directly supervise and/or support the management of other staff members as needed to accomplish project goals
- Performs other related duties and fulfills additional responsibilities as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### MINIMUM QUALIFICATIONS

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a bachelor's degree in general management, business/public administration, or related field, plus two (2) years of experience working in project management, or an equivalent combination of education, training, and experience.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge**

- public health theory and practice
- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles
- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures
- research methods
- writing and formatting styles and methods used in applicable publications
- applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

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- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### OTHER WORK REQUIREMENTS

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

### SALARY & POSITION TERM

The expected salary range for this position is **\$90,000 to \$105,000**, commensurate with experience, skills, education and training. This is a grant-funded position created to manage the immediate needs of the COVID-19 recovery with an expected term of approximately two years.

### TO APPLY

**If you are interested in applying for a CDPH Recovery Team Project Manager position, please submit a cover letter and resume to [James.Esparza@cityofchicago.org](mailto:James.Esparza@cityofchicago.org).** Applications will be accepted on a rolling basis until positions are filled; however, hiring is currently in progress and we strongly recommend applying by March 18, 2021. Your cover letter should note whether you have specific background, experience, and interest in public health, and specifically any of the following areas: community and environmental health; maternal, infant, child and adolescent health; behavioral health; HIV/infectious disease; emergency preparedness; disease control and response; diversity, equity and inclusion; informatics; and/or finance and administration.

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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