

**Position Title:** Office Director

**Bureau/Agency:** Bureau of Primary Health Care/Health Resources and Services Administration

**Office(s):** Office of Northern Health Services

**Supervisor:** Deputy Associate Administrator, Bureau of Primary Health Care

**Duty Station:** Rockville, MD - HRSA Headquarters

**Grade/Rank:** GS-15 or Public Health Service Commissioned Corps equivalent billet

**Bargaining Unit Status:** Non-bargaining unit position

The Office Director for Northern Health Services is responsible for providing strategic direction and leadership to 90+ staff in four operating Divisions and overseeing a nearly \$2 billion portfolio of primary health care service delivery programs.

Office Director Expectations include but are not limited to:

- BPHC LEVEL STRATEGIC PLANNING:
  - Provide strategic advice to the BPHC Associate Administrator and Deputy Associate Administrator on opportunities to strengthen, realign, and/or develop program goals and priorities.
  - Develop innovative strategies, initiatives and policies that advance BPHC's mission and goals.
- SENIOR LEVEL COMMUNICATIONS:
  - Proactively engage with BPHC and HRSA program activities to identify new opportunities to establish collaborative relationships with organizations external to HRSA and BPHC.
  - Establish a broad communication network to facilitate collaboration between individual HRSA staff and staff of external agencies and organizations to advance BPHC's mission and goals.
- OFFICE LEVEL OVERSIGHT:
  - Provide executive level leadership for a national primary care service delivery program and direction for a multi-level professional staff.
  - Manage Office budget resources, including staffing/resource allocations; propose new or revised programs based on strategic needs within existing budgets.
  - Analyze data to identify systemic problems, situations and/or issues, developing recommendations and implementing effective and measurable solutions.
  - Develop office-wide systems, protocols, and processes to support effective and timely performance of Office and its staff while achieving BPHC's mission and goals.
- OFFICE LEVEL DECISION-MAKING:
  - Establish and achieve metrics/results/goals for the Office and its functions; determine delegation authorities, as appropriate, to support effectiveness Office operations.
  - Direct special projects such as preparing issue and decision papers for use in briefings for a variety of officials, including HHS, White House, Office of Management and Budget (OMB), and Congress, to inform decision-making on major policy issues.

Office Director Position Preferred Skills include but are not limited to:

- Expertise and a minimum of 5 years previous experience in the operation of public health or health-related programs
- Minimum of 2 years experience successfully leading and managing a team of direct reports
- Experience developing, tracking and maintaining budgets
- Proven ability to manage, organize and prioritize multiple concurrent, complex projects efficiently and effectively
- Demonstrated ability to find to accomplish goals and objectives in challenging circumstances
- Proven ability to collaborate across organizational units and levels to accomplish program goals
- Strong ability to analyze quantitative and qualitative data and information from various sources to determine needs and create solutions
- Excellent oral and written communications, presentation and persuasion skills
- Ability to foster strong working relationships built on mutual trust and respect
- Demonstrated ability to establish a strategic vision and execute it through results-oriented tactical plans
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint)

*\*The purpose of the position profile is to complement and clarify the vacancy announcement; it does not supersede the vacancy announcement. 05/2016*