

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 approximately \$2 billion in grant funding for 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 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)