CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Strategic Initiatives Manager – Health & Human Services**

UNION: EPLAN

DEPARTMENT: **Executive**

SG:E2-9
CS:N
FLSA:N
EEO4/SOC:PR/21-1099

JOB SUMMARY:

This position is responsible for providing leadership in consolidating and coordinating health human services and related programs across the City to make best use of resources in addressing community needs and supporting the goals outlined in the Justice Project Implementation Plan. Manages and coordinates City actions in response to the Justice Project Implementation Plan and other essential health and human services needs, with a focus on the opioid crisis, alternative response systems, behavioral health initiatives and emergency shelter. Collaborates City-wide and with other agencies and services providers. Participates in ensuring the City's commitment to Accessibility, Diversity, Equity and Inclusion (ADEI) is incorporated in program planning and delivery and actively contributes to an inclusive City government.

SUPERVISORY RELATIONSHIP:

Reports to a Deputy Administrator. Works independently under general direction to ensure coordination of objectives and priorities of the Mayor and City Council and under the guidance of applicable Federal, State and City regulations, policies and procedures. Directs the work of assigned or project staff. Oversees, reviews and coordinates the work of consultants.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Consolidates and manages existing City human services and related programs with a focus on goals identified in the Justice Project Implementation Plan, opioid crisis response, alternative response systems, behavioral health initiatives and emergency shelter.

2. Coordinates with intergovernmental and interagency partners to streamline efforts and maximize City resources in addressing health and human service needs. Serves as a liaison for Whatcom County Health and Community Services officials, and other community partners to assist in planning, developing, implementing, monitoring and evaluating health and human service programs.

3. Provides leadership and strategic direction in implementing and supporting programs identified in the Justice Project Implementation Plan, ensuring alignment with City and community priorities and objectives.

4. Develops and implements policies, procedures and protocols to ensure efficient and effective management of initiatives with external agencies, tribal partners and

organizations involved in delivering health and human services, fostering collaboration and partnership to enhance service delivery.

5. Collaborates with City departments and stakeholders to address emerging needs and priorities in the health and human services sector.

6. Prepares and manages allocated budgets, grants and funding allocations to support health and human services initiatives.

7. Prepares and manages consultant contracts, intergovernmental agreements and other types of contracts. Develops scopes of work, leads procurement and selection processes and manages contracts. Mediates, facilitates and negotiates contractual issues as necessary.

8. Writes grant proposals, manages grant implementation, grant reporting and administration in support of health and human services programs.

9. Represents the City in meetings, forums and collaborations related to health and human services, advocating for community needs and interests.

ADDITIONAL WORK PERFORMED:

1. Supports special projects and initiatives as assigned, contributing expertise and resources to advance health and human services goals.

2. May serve as a spokesperson for City health and human services initiatives, providing information and updates to the media and public as assigned.

3. May be assigned to perform other related duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Strategic planning, program development and project management in the health and human services sector.
- Working knowledge of government structures and decision-making
- Federal, state, and local regulations and best practices in health and human services funding and delivery.
- Principles and best practices in incorporating ADEI goals into health and human services programs and initiatives.

Skill in:
- Demonstrated strong leadership, communication and interpersonal skills.
- Demonstrated strong oral and written communication skills to work with diverse public officials, business and community groups and residents.
- Problem analysis, problem solving and decision-making skills.
- Adaptability/flexibility, stress tolerance and time management skills.
- Public presentation skills to present information in clear and concise manner.
- Demonstrated technology skills, including use of standard computer programs for word processing, spreadsheets, financial analyses, project scheduling and demonstrated ability to learn new applications.

Ability to:

- Work collaboratively with and engage various stakeholders to build partnerships and coalitions to address community needs.
- Work independently, prioritize tasks, and adapt to changing priorities in a fast-paced environment.
- Navigate complex organizational environments.
- Read and interpret legal and financial documents with a high standard of accuracy and completeness.
- Conduct self at all times in an ethical, professional and respectful manner.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job including:
  - Frequently operate a computer and other standard office equipment;
  - Frequently communicate accurate information and ideas with others;
  - Move between work sites;
  - Ability to occasionally lift light weight (up to 25 lbs.).

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with the majority of time spent at a computer workstation. Requires attendance at daytime, evening and weekend meetings and events at various locations in the city. May require occasional overnight travel to professional training or meetings outside the local area.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in a related field required; Master's degree preferred.
- Four years of experience managing health and human services programs and projects, including experience in areas such as opioid crisis response, behavioral health, emergency shelter management or similar.
- Demonstrated experience in building partnerships and coalitions to address community needs.
- A combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the position will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record.
- Willingness and ability to frequently attend and participate in evening meetings.

PREPARED BY:

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A. Sullivan
6/24

REVIEWED BY: _____

Kim Lund, Mayor