Position Title & Pay Grade: District Coordinator, District Development (Recommended based on a Comprehensive Health Planner II, Range 26– State Bureau of Human Resources)

State Supporting Program: Maine Center for Disease Control and Prevention, Maine Department of Health and Human Services, 286 Water Street, Key Bank Building, Augusta, Maine

Employer: Fiscal Agent

Location: DHHS District 1-York

Supervisor: This is intended to be a public health professional position with the ability to work with limited direct supervision. Supervision is provided by the Fiscal Agent or a subcontractor thereof (that is, whoever employs the individual) for matters strictly related to employment. Workplan oversight and guidance is provided by the District Coordinating Council (DCC) in close consultation with the Maine Center for Disease Control and Prevention (CDC) / District Liaison (DL) as representative thereof.

Knowledge, skills and abilities:
- Project management expertise
- Ability to manage and develop high-performing, goal oriented groups as well as set and achieve strategic objectives
- Ability to develop, administer and monitor budget and contract expenditures
- Ability to facilitate complex issues, manage and resolve conflict
- Experience and knowledge in public health and organizational management
- Ability to manage concurrent projects
- Excellent written and verbal communications skills

Minimum Qualifications:
Minimum of a Bachelor’s degree in Public Health, Public Administration or Policy/Planning, Organizational & Business Management or closely related field and 3 years related work experience required. Masters preferred.

Statement of the Job:
The primary focus of the District Development Coordinator (“Coordinator”) is to manage the scope and schedule of assigned deliverables for the district development funds provided by the Maine CDC. Additional responsibilities include development of metrics, activities, outcomes; and coordinating priorities identified by the District Coordinating Council related to the development and implementation of the District Public Health
Improvement Plan (DPHIP). The Coordinator is expected to provide necessary organizational and administrative support to the District Coordinating Council (“DCC”).

**Essential Functions:**

**DCC Support:**
- Recommend timelines and resources needed to achieve contracted deliverables.
- Provide administrative support to the DCC, serve as ex-officio of committees convened, seek and build committee involvement with strategic direction for DCC operations in consultation with Maine CDC.
- Oversee day to day operations of the DCC, coordinate logistics for meetings, maintain budget, etc.
- Develop effective systems to track progress, evaluate contract components, and effectively communicate / report to the DCC and Maine CDC/DL.

**Communication & Collaboration:**
- In collaboration with Maine CDC/DL and the DCC develop a communications plan with the goal of creating a strong brand for Public Health Districts.
- Communicate emergency and non-emergency information to DCC membership as requested.
- Support Maine CDC/DL and DCC efforts to strengthen relationships at the state, district, and local levels.
- Assist DCC to recruit and retain membership according to bylaws.

**Planning & Quality Improvement:**
- Work with the DCC to develop and implement the District Public Health Improvement Plan, including goals and measures, and report on the DCC’s progress in meeting the goals.
- Coordinate with Maine CDC/DL on district assessment, planning, and implementation needs. Work with Maine CDC/DL, DCC, and others to gather resources, social and economic information, and other data necessary to assess the needs of the public health district.
- Implement DCC Quality Improvement efforts as instructed.