

Manager, Public Health Informatics (Boston, MA, MA)

Job Posting Date: 07/21/09

Application Deadline: 08/31/09

Job Type: Full-Time

Position Description:

BOSTON PUBLIC HEALTH COMMISSION

Manager, Public Health Informatics

The mission of the Boston Public Health Commission is to protect, preserve and promote the health and well-being of all Boston residents, particularly those who are most vulnerable.

DUTIES

Under the direction of the Deputy CIO, with considerable latitude for independent initiative and judgment, the Manager of Public Health Informatics will lead the Application Development and Management, and the Information Architecture Teams. This position will work closely with Technology Services and User Services managers to define and implement solutions according to business strategies and goals. Position requires on-call availability.

Supervises Application Development and Management Team and Information Architecture Team. Responsible for the management and day-to-operations of the Informatics Team.

Develops strategies for data consolidation, archive and recovery, and implementation of an enterprise data solution.

Manages the implementation of applications, databases, and systems

Manages the development of the PHC internal and external websites

Manages business requirements and project management processes.

Develop strategies to support current and future applications and databases.

Implements best practices related to electronic data transmission, storage, HIPAA and other relevant security standards.

Ensures implementation of "best practices" for Health Information Management.

Communicate effectively with cross-functional team.

Work in confidential capacity with CIO and Deputy CIO.

Meet regularly with director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters.

Operate independently.

Use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services and BPHC policy.

Provide supervision to assigned staff.

Make and recommend management and personnel decisions regarding program, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline. Represent management in grievance and arbitration process, including but not limited to hearing and adjusting grievances, and attending grievance and arbitration hearings.

Recommend, review and assist in the creation of proposals for collective bargaining on behalf of the program and may attend and participate in collective bargaining as a management representative.

Performs other duties as required.

Qualifications:

MINIMUM RESIDENCY QUALIFICATIONS:

Living within the actual city of Boston is required, or willingness to relocate to Boston within 6 months of hire. This is a City Ordinance and a minimum requirement of all positions at BPHC. If you do not live in the city of Boston but are willing to move into Boston, please state so in your cover letter.

MINIMUM POSITION QUALIFICATIONS:

Bachelor's degree in computer science or engineering is required.

An advanced degree in a relevant technical discipline and /or public health is preferred.

Experience working with data relevant to public health monitoring initiatives, such as adverse event reporting, health alerts, epidemiology or health informatics a plus.

Excellent interpersonal, oral and written communication skills required

No sponsorship available.

HOURS: 35 Hrs/wk 9-5 some evenings/weekends may be required. Being on-call required.
SALARY: \$85,000 – 95,000 annualized range, DOE
Friendly work environment with excellent benefits including generous time off allowances, pension and 457b retirement plans, employer paid dental and vision (after 6 months) and choice of 3 health plans. EEO G/L/B/T

Compensation: \$85,000-\$95,000 Annually

How to Apply: Fax, E-Mail, Mail

PLEASE SUBMIT COVER LETTERS AND RESUMES TO:

Email: jobs@bphc.org

Website: www.bphc.org

Fax: 617-534-2418

Or mail to: BOSTON PUBLIC HEALTH COMMISSION,
HUMAN RESOURCES, 6TH FLOOR,
1010 MASSACHUSETTS AVE,
BOSTON, MA 02118
No Calls Please

Organization: Boston Public Health Commission

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<http://www.bphc.org>

Job Contact:

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