

ABERDEEN AREA TRIBAL CHAIRMEN'S HEALTH BOARD
Northern Plains Tribal Epidemiology Center (NPTEC)
POSITION DESCRIPTION

Job Title: NPTEC Administrator
Reports to: AATCHB Executive Director
Salary Range: Competitive, \$70,000 range DOQ
Department: Northern Plains Tribal Epidemiology Center
Classification: Full Time, Exempt
Opening Date: January 2010
Closing Date: Open until filled- see www.AATCHB.org

Job Summary: The NPTEC Administrator serves as the administrative and management lead for the Northern Plains Tribal Epidemiology Center. The Epidemiology Center goals are the management of public health information systems, investigating diseases of concern, managing disease prevention and control programs, responding to public health emergencies, and coordinating these activities with other public health authorities. The multi-disciplinary NPTEC team includes the following programs and positions: Academic Liaison, Cancer, CBA HIV, MCH and NARCH. The NPTEC Administrator is the point person for receiving information on IHS, CDC, TEC and other public health related meetings and conference calls and is responsible for the coordination and assignment of the relevant NPTEC team / person to these meetings and conference calls. This Administrator oversees and coordinates all NPTEC team grant applications, providing necessary support and oversight of the grant submission. The Administrator coordinates NPTEC programs and personnel to establish a centralized tracking process for all grants through monthly staff reports, monitoring continuation grant application dates, work plans and timelines, budgets, and IRB protocol approval and renewal dates to ensure grant compliance. Through the hiring, coordination and management of personnel, the Administrator ensures grant compliance and internal and external dissemination of information on the status of all NPTEC grants.

While most NPTEC programs and positions are funded through separate grants managed by their respective staff, the NPTEC Administrator is funded through the IHS Cooperative Agreement, the NPTEC Core grant, and will direct and manage this grant.

The Administrator will implement a strategic planning process, monitor progress in achieving the goals of the plan, and coordinate a process to review and update the strategic plan annually. The strategic plan and NPTEC activities should align with the Tribal public health and epidemiology priorities.

Essential Functions:

1. Program Management
 - Coordinate short and long-range strategic planning processes with AATCHB, Northern Plains tribes, Aberdeen Area IHS, state health departments and other public health entities.
 - Ensure NPTEC activities and grant applications are in alignment with public health and epidemiological priorities of the Northern Plains Tribes.
 - Seek out relevant funding to build public health and epidemiologic capacity and supports succession planning of current programs / positions.
 - Monitor the performance of all NPTEC personnel in their projects.
 - Oversee the centralization of each program's grant information to ensure compliance

- Ensure NPTEC personnel have adequate resources to assure each project's progress.
 - Participate in development of new job descriptions, hiring and evaluation of all NPTEC personnel
 - Monitor, review, and approve work performed by consultants and contractors.
2. Administrative Leadership
 - Serve as the lead NPTEC contact to Northern Plains tribes and tribal and non-tribal regional and national organizations and entities to foster appropriate collaborations.
 - Support translation and dissemination of findings and public health recommendations to respective Northern Plains tribes.
 - Oversee the coordination and development of written reports and dissemination of information to key stakeholders on NPTEC objectives and activities and projects
 3. Communication
 - Oversee and coordinate the grant application process, including gathering of required grant documents, and ensuring timely submission
 - Coordinate projects that require the NPTEC team to work collectively (e.g. Community Health Profiles, alignment of NPTEC projects with Tribal Health Directors and Tribal Health Board priorities) by organizing meetings and delegating related activities across interdisciplinary teams/ positions.
 - Maintain an Advisory Committee for ongoing tribal and scientific consultation and guidance.
 - Coordinate NPTEC staff in the development of periodic, annual and ten year reports and information on the NPTEC programs.
 - Support the dissemination of NPTEC reports and presentations to tribes and at appropriate meetings (e.g. quarterly AATCHB board meetings, state/tribal meetings), as well as other regional and national Indian and non-Indian organizations).
 - Develop and maintain open lines of communication between NPTEC, tribes, regional universities, federal, state, and local agencies, as well as other regional and national Indian organizations.
 4. Technical Assistance.

Provide leadership and technical assistance in the areas of administration and management of grants.
 5. Fiscal Management
 - Facilitate and provide oversight for the sound management of all NPTEC fiscal resources and property assets.
 - Facilitate and provide oversight for the monitoring of program budgets according to AATCHB policy and funding agency requirements.
 - Facilitate and provide oversight for the coordination of the administration and maintenance of NPTEC grants, contracts, and memoranda of understanding.
 6. Supervision
 - Assure staff have appropriate resources, mentoring, training, scientific consultation, and career-enhancing opportunities that are consistent with AATCHB / NPTEC priorities and values.
 - Foster a team management approach to problem solving.
 - Develop and implement a plan and monitors progress to improve NPTEC recruitment and retention, especially of Native professionals.

Additional functions include other duties as assigned by the AATCHB Executive Director related to this job description.

Qualifications:

1. Applicant is required to have a master's level degree in administration and/ or public health

2. Extensive work experience in administration and management of grants and budgets.
3. A minimum of 5 years in progressive management and supervisory work experience, three years general and a minimum of one year specialized, as defined in items "a" and "b" listed below:
 - a. General experience must include the following: supervise or direct work which demonstrates ability to use supervisory techniques in a team environment; program management and control; direct, coordinate and implement a health or social service program as evidenced by academic training, continuing education, and experience in public or tribal administrations, councils, boards, individuals, and/or public agencies; demonstrate a basic understanding of the planning process and its use as an effective management tool in public health systems and related programs; ability to implement Indian preference and other statutory/policy mandates; and demonstrate technical ability and mature, impartial judgment.
 - b. Specialized experience and proficiency in three of the five areas, management and supervision; scientific leadership; communication; technical assistance coordination and fiscal management.
3. Proven record in successfully managing federal and private grants.
4. Experience that indicates the ability to interact effectively with Indian communities, government agencies, scientific and academic communities, medical and health-related organization, non-governmental groups, and the public at large.