

Director, AHEC

FLSA Status: Exempt

Pay Grade: 18

Job Title ID: 230509

Job Series/Job Family: Academic Program Support Series / Academic Program Support Family

Reports To

Executive Dean, Health Sciences and Director, Texas AHEC East

Job Purpose

Responsible for the overall operations, management, and program plan implementation of the Texas AHEC East-Capital Region.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assist the Texas AHEC East program office in the preparation of funding requests and grant proposals.
2. Develop annual budget and work plans consistent with the goals and objectives of Texas AHEC East.
3. Oversee the TAE-Capital Region Advisory Board; provide training for role and responsibilities of members; and support the administrative needs of the Board.
4. Oversee the Texas AHEC East-Capital Region, consistent with contract requirements of The University of Texas Medical Branch (UTMB) at Galveston, to address community health workforce and community health system issues across the seven county Capital Region.
5. Manage and ensure that all expenditures are made in accordance with federal and state regulations, and the policy directives of UTMB and Austin Community College System.
6. Explore and develop funding opportunities for the center operations in alignment with mission and objectives of Texas AHEC East.
7. Prepare progress reports of the activities of TAE-Capital Region.
8. Plan, implement, and evaluate activities which support Texas AHEC East program objectives in the areas of: Health Careers Promotion and Preparation; Community-Based Student Education; Practice Entry and Support; Health Literacy; Community Health Systems; Community Health Worker Training and Outreach.
9. Supervise and evaluate staff performance.
10. Promote professional growth of TAE-Capital Region staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Project planning and management principles.
- Principles of budget planning, preparation, and maintenance including fiscal management, needs assessments, and statistical analysis.
- Supervisory principles, practices, and methods.
- Community health care issues and services.
- Proposal and grant writing.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule which may include some evenings and weekends.
- Effectively supervising, leading, and delegating tasks and authority.
- Effective public relations and presentations in group and individual settings.
- Expertise in project planning, development and implementation.
- Working in a collaborative manner with diverse constituencies.
- Ability to manage and operate a community-based organization.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational skills including attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications including word processing, spreadsheets and database programs.

Physical Requirements**Required**

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in office environments.

Work Experience**Required**

- Five years related work experience, including program management and implementation and one year supervisory work experience.

Education**Required**

- Bachelor's Degree in health-related field, Community Health, Health Education, Public Relations, Business, or related field.

Preferred

- Master's Degree in a related field.

Licenses/Certifications**Required**

- Current Texas Driver's license.

Other**Required**

- Reliable transportation for district travel.
- Ability to participate in National, State, and Regional Travel.

Safety**Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and

prudent actions to prevent others from engaging in unsafe practices.