

ST. LOUIS INTEGRATED HEALTH NETWORK
POSITION DESCRIPTION

TITLE: **PROJECT MANAGER**

POSITION SUMMARY

The incumbent has primary responsibility for development and maintenance of the technical infrastructure of St. Louis Regional Network Master Patient Index which is a regional health information exchange (HIE).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides day-to-day direction to project teams in the areas of requirements gathering, interface development, user acceptance testing, and change control processes.
2. Responsible for assembling project plans; maintaining technical documentation; directing and monitoring vendors' work efforts on a daily basis; identifying resource needs; performing quality review; and escalating functional, quality, and timeline issues appropriately.
3. Provides timely and relevant reports to the IHN, funders, and community regarding the status of the goals and objectives established by the IHN.
4. Performs other duties as assigned by the Project Director

HOURS AND TRAVEL

- A. The Project Manager role is a full-time position and will generally require the incumbent to work during normal business hours, Monday through Friday. The incumbent may occasionally be required to perform duties that include early morning, evening, and weekend hours.
- B. The incumbent may be required to travel, infrequently and as needed, to support the IHN's goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES

- A. Highly organized with ability to concurrently coordinate the efforts of multiple project teams.
- B. Demonstrated proficiency with HL7 and other standards including XML and CCR/CCD.
- C. Strong understanding of process improvement and project management methodologies.
- D. Strong verbal and written communication skills.

QUALIFICATIONS

Education: Minimum associate's degree or some college. Bachelor's preferred.

Experience: Minimum of 2 years project management experience installing vended applications.

Variances may be allowed in the above qualifications for education and/or experience dependent upon the candidate's development of the appropriate skills required for the position.

ORGANIZATIONAL RELATIONSHIPS

Reports To: Project Director

If interested, please contact Jane Schaefer, Project Director via email at jschaefer@stlouisihn.org