



Murray County Medical Center Position Description

Classification:	Project Manager
Department:	Administration
Location:	Murray County Medical Center
Reports to:	CEO
FSLA Classification:	Exempt – Temporary

POSITION PURPOSE

The Project Manager is responsible for the overall coordination, management, implementation, and oversight of the organization's Rural Health Transformation Program (RHTP). This position provides project leadership to ensure RHTP initiatives are implemented effectively, remain aligned with organizational strategic priorities and program requirements, and achieve established goals, outcomes, and deliverables.

The Project Manager serves as a central point of coordination for RHTP activities and works collaboratively with executive leadership, department leaders, employees, community partners, and external organizations. The position is responsible for project planning, financial management, data reporting and evaluation, compliance oversight, meeting facilitation, and ongoing monitoring of program activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Project Management and Oversight

- Provide overall project management and coordination of RHTP initiatives and activities.
- Develop, maintain, and monitor project plans, timelines, milestones, deliverables, and performance measures.
- Coordinate implementation activities across departments and with external partners.
- Monitor progress toward established project goals and identify barriers, risks, and opportunities.
- Track action items and ensure timely completion of project deliverables.
- Maintain accurate and organized project files, documentation, and records.
- Provide regular project status updates to executive leadership and other designated stakeholders.
- Support strategic planning and implementation activities associated with rural healthcare transformation.



2. Financial Management

- Monitor RHTP budgets, expenditures, and available resources.
- Coordinate with Finance and organizational leadership regarding program funding and expenditures.
- Track expenses against approved budgets and identify variances or potential funding concerns.
- Assist with financial reporting, reimbursement documentation, and required supporting records.
- Maintain appropriate documentation to support financial accountability and audit requirements.
- Assist with budget forecasting and identification of future project resource needs.

3. Data Reporting and Evaluation

- Coordinate the collection, tracking, validation, and reporting of RHTP data.
- Establish and maintain systems for monitoring project performance, outcomes, milestones, and key performance indicators.
- Prepare required program reports and supporting documentation in accordance with established timelines.
- Analyze data to identify trends, progress, gaps, and opportunities for improvement.
- Coordinate evaluation activities to measure the effectiveness and outcomes of RHTP initiatives.
- Utilize data and evaluation findings to support continuous improvement and organizational decision-making.

4. Compliance and Regulatory Oversight

- Monitor RHTP activities for compliance with applicable program requirements, organizational policies, contractual obligations, and regulatory standards.
- Maintain knowledge of applicable federal, state, and program-specific requirements.
- Monitor program deadlines and required deliverables to ensure timely completion and submission.
- Coordinate required documentation for program monitoring, audits, and reviews.
- Assist with preparation for audits, compliance reviews, and other oversight activities.
- Identify potential compliance concerns and communicate issues to appropriate leadership.

5. Meeting Facilitation and Coordination

- Plan, coordinate, and facilitate RHTP meetings, workgroups, and project-related activities.
- Develop meeting agendas, prepare materials, document decisions, and track action items.
- Coordinate communication among executive leadership, departments, project teams, community partners, and external stakeholders.
- Ensure project participants understand assigned responsibilities, timelines, and expected outcomes.
- Provide timely follow-up regarding outstanding action items and project deliverables.



- Promote effective communication and collaboration throughout RHTP implementation.

6. Collaboration and Stakeholder Engagement

- Establish and maintain effective working relationships with internal and external stakeholders.
- Coordinate with community organizations, healthcare partners, and other entities involved in RHTP initiatives.
- Support collaborative efforts designed to improve rural healthcare access, quality, sustainability, and outcomes.
- Represent the organization at meetings and activities related to assigned RHTP initiatives as appropriate.
- Communicate organizational goals, project expectations, and program requirements in a professional and effective manner.

7. Other Duties

- Assist with development and implementation of policies, procedures, workflows, and processes related to RHTP activities.
- Support grant and program planning, implementation, monitoring, and closeout activities.
- Identify opportunities to improve project processes, efficiency, communication, and outcomes.
- Maintain confidentiality of organizational, employee, patient, financial, and other protected information.
- Perform other duties as assigned by the Chief Executive Officer or designated leadership.

JOB ACTIVITIES

Activity	Approximate Percentage
RHTP Project Management and Oversight	30%
Financial Management and Budget Monitoring	15%
Data Reporting, Evaluation, and Performance Monitoring	20%
Compliance and Regulatory Oversight	15%
Meeting Facilitation and Coordination	10%
Stakeholder Collaboration and Other Administrative Duties	10%
Total	100%

QUALIFICATIONS / REQUIREMENTS

Education

- Bachelor's degree in healthcare administration, business administration, project management, public health, or a related field required.



- Equivalent combination of education and relevant experience may be considered.

Experience

- Experience in project management, program coordination, healthcare administration, grant management, or a related field.
- Experience managing multiple projects, deadlines, and priorities.
- Experience with data tracking, reporting, financial management, or compliance preferred.
- Experience working in a rural healthcare environment preferred.
- Experience with state or federal healthcare programs, grants, or funding initiatives preferred.

Knowledge, Skills, and Abilities

- Strong project management and organizational skills.
- Ability to manage multiple priorities and meet established deadlines.
- Strong written and verbal communication skills.
- Ability to facilitate meetings and effectively coordinate multidisciplinary teams.
- Strong analytical, problem-solving, and critical-thinking skills.
- Ability to interpret and communicate financial and program data.
- Knowledge of healthcare operations, regulatory requirements, and program compliance preferred.
- Demonstrated ability to work independently and collaboratively.
- Proficiency with Microsoft Office and other computer-based data and project management systems.
- Ability to maintain confidentiality and exercise appropriate judgment in handling sensitive information.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and working conditions described are representative of those required to successfully perform the essential functions of this position.

- Primarily office-based work with regular interaction with employees, leadership, community partners, and external organizations.
- Requires ability to sit, stand, walk, bend, reach, and move throughout the organization as necessary.
- Requires ability to use a computer, telephone, and other office equipment for extended periods.
- May require occasional travel for meetings, conferences, community activities, or other program-related events.
- May occasionally require work outside normal business hours based on organizational or program needs.
- Must be able to communicate effectively in person, by telephone, and electronically.



EQUIPMENT OPERATION

The Project Manager will routinely operate standard office and communication equipment, including but not limited to:

- Computer and related software applications
- Telephone and mobile communication devices
- Copier, scanner, and fax equipment
- Audio/visual equipment used for meetings and presentations
- Electronic project management, reporting, and data systems

SUPERVISORY RESPONSIBILITIES

This position may have supervisory responsibilities as assigned by organizational leadership. The Project Manager will provide project coordination and leadership to individuals and teams involved in RHTP initiatives and will be responsible for facilitating accountability, communication, and completion of assigned project activities.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties and responsibilities of the Project Manager position. I understand that the duties described above are representative of the essential functions of the position and that additional duties may be assigned as necessary to meet the needs of the organization.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____