



PUBLIC HEALTH ACCREDITATION BOARD  
1600 Duke Street, Suite 440, Alexandria, VA 22314  
703.778.4549, [www.phaboard.org](http://www.phaboard.org)

## **PHAB POSITION ANNOUNCEMENT: DIRECTOR OF INFORMATION SYSTEMS AND EVALUATION**

**The Public Health Accreditation Board (PHAB) announces the following position posting. Interested applicants should send a current CV and the names and contact information of three professional references electronically in Word format to Dr. Kaye Bender, President and CEO of PHAB, at [kbender@phaboard.org](mailto:kbender@phaboard.org). The subject line should read “Director of Information Systems and Evaluation”. The position will be posted until March 31, 2010, or until it is filled. Questions regarding the position should be directed to the same email address.**

### **Background Information**

PHAB was established in 2007 to develop and oversee a national program for the voluntary accreditation of state, local, territorial, and tribal health departments. The goal of the voluntary national accreditation program is to improve and protect the health of the public by advancing the quality and performance of state, local, territorial, and tribal public health departments. PHAB is led by a Board of Directors that includes state, tribal, and local public health leaders, and is jointly funded by the Centers for Disease Control and Prevention and the Robert Wood Johnson Foundation.

### **Position Summary**

The Director of Information Systems and Evaluation is responsible for the strategic planning, development, implementation, and management of the information system that supports PHAB’s accreditation process, as well as for supporting overall evaluation and research requests related to the national accreditation program. Additionally, the Director of Information Systems and Evaluation will provide staff support for the Research and Evaluation Committee of the PHAB Board of Directors, and for the Ad Hoc Information Systems Development Committee. This position reports directly to the President and Chief Executive Officer.

Please note this is not solely an information system technical position. The ideal candidate is a person who is able to combine knowledge of evaluation models and data elements with information system operations.

The Director of Information Systems and Evaluation functions as a member of a small work team of professional personnel whose work is closely interrelated in its function, organization, and client or agency relationships. The Director of Information Systems and Evaluation works extensively with employees from local, regional, and state level public health departments and related agencies; professional associations; and various other individuals and organizations to facilitate the accreditation process.

PHAB is located in Alexandria, VA. Occasional national travel is required. Salary is commensurate with education and experience, and is competitive. Comprehensive benefits are provided.

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### **Position Responsibilities**

Responsibilities of the Director of Information Systems and Evaluation include, but are not limited to, the following duties:

- Planning, developing, and directing (in conjunction with PHAB's external information system vendors) all initiatives dealing with accreditation technology business applications to ensure PHAB's program objectives are met.
- Directing information system daily operations of the accreditation program.
- Providing leadership for the development of internal evaluation strategies for PHAB operations.
- Ensuring that processes and procedures are implemented to assure integrity of the PHAB accreditation data, including evaluating requests for data and supervising access to the data.
- Developing reports based on the PHAB accreditation data for public consumption, as well as for program management and evaluation.
- Providing staff support for the PHAB Research and Evaluation Committee, and the Ad Hoc Information Systems Development Committee.
- Proposing new information system and research related policies and procedures, and overseeing the implementation of those policies and procedures once approved.
- Recommending changes to the PHAB information system as necessary to ensure credible ongoing operational support for the developing accreditation process.
- Participating with other PHAB and partner staff in activities to recommend strategies for effectively connecting with information systems external to PHAB, but supportive of the overall accreditation activities.
- Functioning as a subject matter expert for PHAB staff, Board of Directors, committees, task forces, and workgroups.
- Performing related or similar duties as required or assigned.

### **Position Requirements**

- Advanced degree in public health or a related field with experience in evaluation and information systems management.
- Experienced in data base management and/or research support.
- Demonstrated experience working collaboratively with superiors, subordinates, and peers in a team-oriented environment.
- Skill in organizing materials and people to achieve an outcome in a specified period of time.
- Capable of handling multiple projects within tight timelines.
- Adept at working with and meeting the needs of senior management.
- Excellent interpersonal and communications skills.
- Proven writing and editing skills.

### **Statement on Work Environment and Conditions**

Most job functions and work will be conducted indoors and in an office setting. Occasional travel may be required that may be in adverse weather. The Director of Information Systems and Evaluation may be required to lift materials and supplies up to 15 lbs.

### **EEO Statement**

PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.