

PRODUCT MANAGER

POSITION DESCRIPTION

The Product Manager is responsible for the strategy, roadmap, and feature definition of a product or product line. This role spans many types of activities, from strategic to tactical. The Product Manager provides cross-functional leadership and bridges organizational gaps between different teams. This position will implement our newest initiative, the New Mexico School Nursing Data Hub, which will give school nurses across the state access to electronic health records and encourage comprehensive risk and resiliency screening.

PRIMARY OBJECTIVES

This position is an internal- and external- facing member of the Technology and Operations team and reports to the Technical Program Manager. This position works closely with the Project Manager to define and deliver on Apex Data Hub projects. The Product manager may support multiple projects and receive tasks from multiple sources, including internal and external stakeholders. This position has no direct reports.

- Works with Apex Administration and Project Manager to define a clear vision that aligns with engineering team goals while keeping up-to-date on all developments essential to achieving our desired outcomes
- Conduct and analyze user and stakeholder research to develop requirements and personas
- Oversees relationship with technical vendors to ensure software development is progressing in accordance with roadmap and client expectations

MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

1. Vision and Strategy
 - a. Develop comprehensive implementation roadmap for each module of product for phased implementation
 - b. Design customized features based on prioritization from user and stakeholder research
2. User Research
 - a. Conduct interviews and focus groups to understand user needs

- b. Analyze user and stakeholder research to define needs and prioritization for the data system. Determine customization requirements
 - c. Analyze user research to develop distinct user personas
 - d. Complete follow-up research on complementary product (EHR system) for inclusion in the Data Hub. Conduct conversations about functionality based on user and stakeholder needs.
3. Engagement with Technical Vendor
 - a. Converting business needs into technical specifications for engineers to understand
 - b. Maintaining regular communication with technical vendor to ensure delivery of product as specified by deadline

SKILLS & COMPETENCIES

- Familiar and proficient in a variety of project management tools, techniques, methodologies, and software
- Diplomatically establishes and maintains positive, professional interpersonal relationships through a variety of communication mediums
- Enthusiastically engages in a partner-facing role while tailoring experiences to their unique and specific needs
- Troubleshoots and resolves incidents while ensuring partner satisfaction

EXPERIENCE

Candidates should possess sufficient training to use the necessary software programs and execute the areas of responsibility and specific tasks listed above. This training would most likely come from a bachelor's degree in business or a related field, or in some cases it could come from stand-alone online courses.

Candidates must have experience executing the areas of responsibility and specific tasks listed above. This experience can come from class assignments, volunteer opportunities or on-the-job experiences. The ideal candidate will have experience executing these tasks in multiple projects or settings.

CORE VALUES

Our core values shape our approach to our colleagues and partners. These values are learning, collaboration, excellence, equity, innovation, and leadership. Apex employees are expected to practice kindness and optimism; curious intelligence; work ethic; empathy; self-awareness; and integrity. Systems thinking is a part of our culture, which approaches problems using

distinctions, systems, relationships, and perspectives (DSRP). This method of thinking is central to the way we approach our work at Apex. Knowledge of systems thinking is not a prerequisite for hire, and employees will receive ongoing training in this method of problem-solving.

Apex Evaluation is an active Equal Employment Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, or genetics.

COMPENSATION & BENEFITS

- Salary begins at \$70,000 per year
- Apex practices a four-day, 32-hour work week as full-time status.
- Vacation and holiday paid time off (PTO) are included.
- Employer-sponsored 100% health, vision and dental coverage

LOCATION

Apex Evaluation is a fully remote organization based in Albuquerque, NM. We are exploring options for in-person team meetings. Candidates should be prepared to travel to Albuquerque on a quarterly basis for 1 to 2 days. Travel expenses and lodging for employees will be covered by Apex.

CONTACT US

Complete the Apex employment application form [here](#). Questions may be directed to careers@apexeval.org.

Candidates should prepare to participate in two rounds of virtual interviews. Interviews will include the role's immediate supervisor as well as additional Apex staff. After the initial application, most candidates can expect a decision within a month on whether Apex will advance their candidacy to an interview. Decision time frames will be discussed in further detail during a candidate's first interview.