

7970

**ASSISTANT ADMINISTRATOR, ACUTE CARE HOSPITAL**

**Nature of Work**

Under administrative direction, performs professional level administrative and managerial duties assisting the Administrator, Acute Care Hospital for Welch Community Hospital, William R. Sharpe, Jr. Hospital or Mildred Mitchell-Bateman Hospital in planning, organizing and directing the non-medical operations of the facility. Assists in developing policies and procedures to ensure compliance with state and federal regulations. Performs related work as required.

**Examples of Work**

Assists in developing long- and short-term goals and objectives and planning strategies for the facility. Implements policies and procedures to ensure compliance with state and federal regulations.

Assists in preparation of fiscal budget documents and supporting statements.

Provides direction and guidance to subordinate managers in operation of area of responsibility.

Writes reports, conducts surveys and compiles information concerning the activities of the facility.

Prepares expenditure schedules and budget requests for the facility.

Assists in interviewing, hiring, orientation, training, evaluating, disciplining and terminating hospital staff.

Assists in overseeing patient support services to include nutrition, housekeeping, medical records, materials management, security and other services.

Serves on committees engaged in planning activities affecting both long-term and short-term goals of the facility.

Addresses civic and professional groups on the services and operation of the facility and its relationship to the community.

May represent the facility at grievance and/or court proceedings.

May establish and/or modify procedures regarding the daily operation of the facility.

**Knowledge, Skills, and Abilities**

Knowledge of hospital policies and regulations.

Knowledge of state and federal laws governing patient care.

Knowledge of the principles and practices of public, business or hospital administration.

Knowledge of management practices involved in the preparation of budget documents and personnel actions.

Knowledge of clinical procedures generally used in health facilities.

Knowledge of the principles and practices of accounting procedures and methods, purchasing, storekeeping and other business office functions.

Ability to formulate and initiate plans and procedures and to oversee their application.

Ability to engage civic, professional and private groups in public relations activities and to represent the institution in community activities.

Ability to coordinate, direct and supervise clerical and professional staff engaged in support services to the institution.

Ability to communicate effectively, both orally and in writing.

**Minimum Qualifications**

**Training:** A bachelor's degree from a regionally accredited college or university.

**Experience:** Four (4) years of full-time or equivalent part-time paid administrative or supervisory experience, of which at least two (2) years were in hospital administration.

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**ASSISTANT ADMINISTRATOR, ACUTE CARE HOSPITAL (cont'd)**

**Minimum Qualifications (cont'd)**

**Substitution:** An associate's degree from a regionally accredited college or university and six (6) years of full-time or equivalent part-time paid administrative or supervisory experience, of which at least two (2) years were in hospital administration will substitute for the training and experience.

Established: 09/28/2017

Effective: 10/28/2017