

**HOSPITAL ADMINISTRATOR 1****Nature of Work**

Under general direction, performs complex administrative work directing the non-medical operations of a state medical facility. Oversees the budgeting, purchasing, billing, personnel and maintenance functions of the facility. Work involves operating the institution within the regulations, policies and guidelines of the department as well as complying with any state, federal, or accreditation agency regulations which concern non-medical functions. The position has a wide latitude of authority to structure and monitor work in the facility. Performs related work as required.

**Distinguishing Characteristics**

This position is distinguished from the next level by the number of employees and the type of facility. Facilities with fewer than 300 employees in a managed care environment require administration at this level.

**Examples of Work**

- Directs the budgeting, purchasing, personnel, education, security, construction and recreational programs of the facility.
- Directs the preparation and justification of the facility budget; develops short- and long-range plans for the facility.
- Oversees the work of both professional and non-professional staff.
- Compiles and analyzes information and statistics concerning programs of the facility.
- Negotiates with supervisors for improvements and additions to the buildings, equipment and physical plant.
- Confers with professional staff to assess the needs of medical, psychiatric, or rehabilitation programs.
- Advises agency on policy and program changes and trends in institutional care.
- Approves the hiring, firing and promotion of facility staff; oversees contract negotiations for services, supplies, and temporary staff.
- Participates in and encourages community involvement with the facility; represents the facility before boards, in hearings and in media.

**Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of public, business or hospital administration.
- Knowledge of the principles and practices of modern personnel administration.
- Knowledge of the principles and practices of accounting.

**HOSPITAL ADMINISTRATOR 1 (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

- Knowledge of the health care trends.
- Knowledge of utilization studies and health care cost management theories.
- Ability to formulate both short-term and long-term plans and to direct their application.
- Ability to direct varied resources to effectively achieve goals.
- Ability to direct a large staff of professional and non-professional personnel.
- Ability to communicate effectively, orally and in writing.

**Minimum Qualifications**

**TRAINING:** Bachelor's degree from a regionally accredited four-year college or university.

**EXPERIENCE:** Four years of full-time or equivalent part-time paid employment in business, health services, or hospital administration, two years of which must have been in a supervisory or managerial capacity in a public or private medical, psychiatric or correctional facility.

**SUBSTITUTION:** Graduate training in business administration, public administration, or hospital administration may be substituted for the non-supervisory experience on a year-for-year basis.

**SPECIAL REQUIREMENT FOR LONG-TERM CARE FACILITIES:** Possession of a current Nursing Home Administrator license issued by the WV Nursing Home Administrator Licensing Board.

OR

Be eligible for a temporary permit issued for a period of ninety (90) days to an applicant for a reciprocity license, who has accepted employment in the State of West Virginia, by the WV Nursing Home Administrator Licensing Board. Applicant must be licensed in another state, possess the qualifications and meet the reasonable standards prescribed by the Board for WV licensure. Must be permanently licensed by the Board by the end of the six month probationary period in order to maintain employment in Hospital Administrator 1 capacity.

Established: 8/20/92

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