

HOSPITAL ADMINISTRATOR, ASSISTANT

Nature of Work: Under administrative direction, performs professional duties assisting the institution administrator in such staff functions as planning, coordinating, directing, and supervising in the following areas of assignment: budget and accounting; procurement; personnel management; maintenance of buildings and grounds; and all ancillary services including supplies, laundry, dietary, housekeeping and printing. Interprets and applies general policies to specific situations in the daily operation of the facility. Work is performed under general supervision of the Administrator and is reviewed through various conferences, correspondence and reports. Performs related work as required.

Examples of Work

- Coordinates the business management activities with designated staff in the Department of Health.
- Assists in preparation of annual budget documents and supporting fiscal statements.
- Implements policies and procedures as directed by the facility administrator and represents the administrator as a spokesperson for the facility.
- Serves on committees engaged in planning activities affecting both long-term and short-term goals of the facility.
- May establish and/or modify procedures regarding the daily operation of the facility.
- Negotiates various service contracts associated with the ancillary services provided by the facility.
- Reviews facility operations with the Administrator and advises on status of the various operations, projects and problems.
- Writes reports, conducts surveys and compiles information concerning the activities of the facility.
- Prepares expenditure schedules and budget requests for the facility.
- Addresses civic and professional groups on the services and operation of the facility and its relation to the community.

Knowledge, Skills and Abilities

- 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.

HOSPITAL ADMINISTRATOR, ASSISTANT (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to formulate and initiate plans and procedures, and to direct their application.

Ability to engage civic, professional and private groups in public relation 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 institutions.

Ability to communicate effectively, orally and in writing.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Experience: Four years of full-time or equivalent part-time paid professional experience in business, public or hospital administration.

Substitution: Graduate study in hospital administration, health care administration, public administration or business administration may substitute for the required experience on a year-for-year basis.

Established: 8/20/92
Revised: 1/9/96
Effective: 1/9/96