ADMINISTRATOR, ACUTE CARE HOSPITAL

Nature of Work
Under limited supervision performs professional level administrative and management duties in planning, organizing and directing the non-medical operations of Welch Community Hospital, Mildred Mitchell Bateman Hospital, or William R. Sharpe, Jr. Hospital. Performs related work as required.

Examples of Work
Develops long and short term goals and objectives and planning strategies for the facility.
Develops policies and procedures to ensure compliance with state and federal regulations.
Develops fiscal budget for the facility and directs administrative staff in fiscal planning and budget management efforts.
Provides direction and guidance to subordinate managers in operation of area of responsibility.
Assumes accountability for financial management of assigned area, to include budget and volume projections and collection of financial data.
Oversees the interviewing, hiring, orientation, training, evaluating, disciplining and termination of hospital management staff and direct reports.
Oversees patient support services to include nutrition, housekeeping, medical records, materials management, security and other services.
Develops marketing plan to include all negotiations and alternative delivery systems for products to be offered, markets to be targeted, commitment of capital, dollars, personnel and pricing.
Oversees purchasing and materials management activities, professional fee billing and other accounting procedures, space allocation and other administrative matters.
Participates in various hospital and community activities and serves on standing and ad-hoc committees.

Knowledge, Skills and Abilities
Knowledge of hospital policies and regulations.
Knowledge of state and federal laws governing patient care.
Knowledge of hospital practices and fiscal matters.
Knowledge of finance, statistics, economics and budgeting processes.
Skill in motivational techniques.
Knowledge, Skills and Abilities (cont’d)
Ability to develop short and long-range organizational goals and objectives.
Ability to interact with other hospital centers to best serve the needs of patients and overall hospital mission.
Ability to supervise a large staff of administrative and professional employees.
Ability to communicate effectively orally and in writing.

Minimum Qualifications
Training: A bachelor’s degree from a regionally accredited college or university.
Experience: Five years of full-time or equivalent part-time paid employment in hospital administration or in a closely related activity, of which at least three (3) years were in a management capacity.

Established: 7/20/2000
Revised: 9/1/2010
Effective: 9/1/2010