

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.

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ADMINISTRATOR, ACUTE CARE HOSPITAL (CONT'D)

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