

## ASSISTANT DIRECTOR - HOSPITAL

GENERAL STATEMENT OF DUTIES: Assists in the administration and coordination of non-medical services operations and activities of the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, positions classified at this level are responsible for a variety of assigned managerial staff and/or line activities the combination of which may be varied over time by the order of the Commissioner of Hospitals given his assessment of hospital priorities, needs and operational areas of concern. Supervision may be exercised over a varying number of supervisory, technical and/or clerical personnel in the areas of the managerial assignment.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the day-to-day administration and coordination of designated divisions and services as assigned;

Insures that the standards of health care as set forth by the various accreditation boards are maintained;

Reviews plans for new construction and renovation to insure conformity with federal, state, and hospital codes as assigned;

Prepares applications for approvals required for hospital activities, such as Operating Certificates as directed;

Conducts special administrative studies and prepares staff reports as assigned;

Coordinates the Westchester County Medical Center fire and safety programs if assigned;

Recommends quality control systems for specified non-medical services as assigned;

Assists in the investigation of complaints as directed;

Develops, implements and maintains systems to coordinate procurement activities at the Medical Center as assigned;

Directs the planning, organization and maintenance of several inventory control systems if assigned;

Develops and implements management techniques to improve assigned services;

Recommends changes in administrative policies designed to more effectively carry out hospital programs and procedures;

EXAMPLES OF WORK: (Cont'd):

Directs the preparation of major components of annual Hospital budget submissions as assigned;

Represents the Commissioner of Hospitals at meetings and conferences as assigned.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques as applies to hospital administration; thorough knowledge of the standards, regulations and conditions of a hospital setting; ability to coordinate the work of the various service departments into a smoothly functioning whole; ability to deal effectively with a variety of administrative, clerical and service personnel; ability to delegate responsibility effectively; ability to effectively communicate, both orally and in writing; initiative in recommending needed policy review or revision; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree\* and, in addition, either: (a) six years of managerial experience, four of which must have been in a responsible administrative management capacity in hospital administration, or; (b) completion of an accredited two-year post graduate Master's degree\* program in an area of hospital administration and four years of managerial experience, two of which must have been in a responsible administrative management capacity in hospital administration, or (c) completion of a Master's degree\* program in business or public administration and five years managerial experience, three of which must have been in a responsible administrative management capacity in hospital administration; or (d) a satisfactory equivalent combination of the foregoing experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.