## ASSISTANT DIRECTOR - RUTH TAYLOR INSTITUTE (ADMINISTRATIVE SERVICES)

GENERAL STATEMENT OF DUTIES: Assists in the administration of a major section of the Ruth Taylor Institute; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Ruth Taylor Institute, this position assists in the management of that institution and is responsible for administrative detail and supervision of various administrative and hotel-type programs.  Direct supervision is exercised over unit heads and indirectly over a large number of staff, residents and transients.  Supervision is not exercised over financial activities under the Supervising Cashier, except as directed in the absence of the Director.  May assume administrative responsibility for the institution in the absence of the Director.

EXAMPLES OF WORK:  (Illustrative Only)

Assists in the formulation of policies and procedures of the institute and is responsible for effective implementation and review of the programs under his or her jurisdiction;

Responsible for assuring that the department is in compliance with the State Hospital Code;

Supervises section heads involved in payroll and personnel; purchasing and stores; dietary services to residents and staff; housekeeping of residents, staff and central area; and night supervision;

Supervises daily activities through inspection and conferences, assuming significant responsibility for internal management in such matters as personnel and training, building maintenance, supplies, equipment, budget, etc.;

Assists in the formulation of policies and procedures, rules and regulations, and in preparation of reports including the daily census;

Assists in budget preparation;

Performs liaison with Public Works Department for necessary maintenance work for the upkeep of the Ruth Taylor Institute;

As Safety Officer, recommends and effectuates safety measures;

Controls the processing of Workmen's Compensation forms;

Inspects equipment and facilities;

Acts as liaison with other County departments involved with administration of the Ruth Taylor Institute;

EXAMPLES OF WORK: (Cont'd):

Establishes and maintains schedules for night supervisors, and receives and investigates reports from them;

Receives, investigates and adjusts administrative problems pertaining to operations of the institute and/or its residents;

Exercises general supervision and control of the transient section including formulation of regulations concerning length of stay and work assignments, behavior, etc.;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of nursing home administration; good knowledge of modern institution management and maintenance practices; good knowledge of institutional financial accounts and records; familiarity with the general medical care field; familiarity with the problems of caring for aged and infirm persons; ability to identify problems and critical factors and to develop realistic solution; ability to develop necessary guidelines and to integrate them into ongoing operation; ability to plan, direct and evaluate the work of a large staff; emotional stability; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and the successful completion of an approved course of study as described in Section 96.8 of the Administrative Rules and Regulations of the New York State Department of Health and either (a) four years experience in health care institutional business management; or (b) a Master's Degree* may be substituted on a year for year basis for up to two years experience as stated in (a).

*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.

West. Co.                                          Job Class Code: C0098
J. C.: Competitive                                 Job Group: XIII
EPG
1