

ASSOCIATE DIRECTOR FOR FISCAL SERVICES (CONTRACTS)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Hospitals, the incumbent of this class is responsible for overseeing and implementing contract development and negotiation for major projects, programs and equipment services at the Westchester County Medical Center. Responsibilities include negotiating and developing contracts in accordance with federal, state, and County rules and regulations; analyzing existing operational enhancements and recommending contracts based on needs, and overseeing bid specifications and Requests for Proposals. The incumbent is also responsible for performing special projects and acting as a Special Assistant to the Commissioner's of Hospitals as assigned. Extensive contacts are established and maintained with the Board of Acquisitions and Contracts, the Law Department and other county departments. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and implements contract development and negotiations for major projects, services and equipment at the Medical Center;

Consults and advises department/division heads regarding service and equipment needs; and makes recommendations for the acquisition of services/equipment;

Negotiates, implements and strictly monitors contracts for services/equipment and ensures the best terms, fastest development process, appropriate implementation, and compliance to agreed terms and conditions;

Performs special projects and acts as an Assistant to the Commissioner's as requested;

Supervises and oversees the development and preparation of bid specifications and/or RFP's to ensure adherence to procedural and regulatory guidelines;

Recommends and implements uniform guidelines and procedures for departmental contract compliance in order to assess and evaluate the effectiveness specified contracts and their provisions;

Supervises contract compliance audits according to established policy and procedure and reports findings;

Investigates deviations from terms and conditions of contracts and makes recommendations for contracts amendments or compliance to better meet the needs or interests of Westchester County Medical Center;

Approves and ensures budgetary appropriation for requested contract services/equipment;

Confers with the Law Department, on matters requiring legal interpretation and authorization;

EXAMPLES OF WORK: (Cont'd)

Oversees the preparation and submission of fiscal reporting requirements to appropriate regulatory agencies;

Participates in public meetings, forums or symposia to keep abreast of current trends in area of procurement assignment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); thorough knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; thorough knowledge of the organization and operation of a large hospital delivering acute care; thorough knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to conduct analytic reviews of health care delivery programs and services and evaluate their effectiveness within a competitive environment; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies and County officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; strong negotiating skills; initiative; good judgment; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either (a) a Master's Degree* and six years experience in fiscal management and contract development, four years of which must have been in a supervisory capacity; or (b) seven years experience as described in (a), four of which must have been in a supervisory capacity.

*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.

SPECIAL NOTE: For those incumbents with a Law Degree, they may not in any way serve as counsel or attorney for Westchester County Medical Center or its affiliates.