

ASSOCIATE DIRECTOR OF HOSPITAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the President and Chief Executive Officer, an incumbent of this class is responsible for implementing hospital management goals and objectives and coordinating the operation and staffing of a number of operational divisions providing direct or support services to patients. Supervision is exercised over a number of professional and clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops procedures, controls and systems for program development, cost effectiveness, and resources allocations in assigned divisions to meet operational goals and objectives;

Coordinates daily activities of assigned divisions and programs to ensure their smooth and effective operation;

Supervises the collection, recording, and reporting of service data, to evaluate the effectiveness of services and insure conformance to operational objectives;

Develops management information systems as directed;

Insures cost effectiveness of services by monitoring spending rate for equipment, staffing, supplies, etc.;

Insures adequate supplies to meet operational needs by initiating and following up on the purchasing of goods and services;

Advises the President and Chief Executive Officer on problems or issues, and makes recommendations for problem solving;

Reviews staffing requirements and makes recommendations to meet service needs;

Attends administrative meetings and represents the Hospital Director as directed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive).

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of hospital management thorough knowledge of hospital organization and operation; good knowledge of automated management information systems and business practices; ability to communicate effectively with a wide range of professional and non-professional employees, both orally and in written communications; ability to plan and evaluate the activities of one or more divisions; ability to supervise; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; sound professional judgment; reliability; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and eight years of experience where the primary function of the position was in health care management, three years of which must have been at a supervisory level.

SUBSTITUTION: Possession of a Master's Degree* in Hospital Administration, Public Administration, or Business Administration may be substituted on a year for year basis for the experience specified above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.

West. Co.
J. C.: Exempt†
MVB3

Job Class Code: E0312
Job Group: Flat Rate

(1)

Comment: Revised: 10/15/03
Created:
Date approved other than
competitive: 5/22/00
For departments: Westchester Medical
Center
Formerly Associate Director of Hospital -
Operations