

DIRECTOR OF MENTAL RETARDATION INSTITUTE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for directing and coordinating the administration and management of a number of divisions and services of the Mental Retardation Institute at the Westchester County Medical Center to insure effective operation in the delivery of patient care services. Supervision is exercised over a large number of supervisory, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates the day-to-day administration and operation of designated divisions and services of the Mental Retardation Institute in the delivery of patient care;

Insures compliance with standards and codes regulating the quality of health care and safety codes set forth by the various accreditation boards and regulatory agencies;

Conducts special administrative studies, compiles statistics and prepares reports as required;

Coordinates the activities of the support services with direct patient care services including, but not limited to, transportation, housekeeping, maintenance, and food service;

Acts as liaison and coordinates all division relationships with federal, state and local agencies;

Develops and implements management and operational techniques to improve services such as space utilization, scheduling and staffing;

Conducts investigation of complaints or problems and takes corrective action;

Develops, implements and maintains systems and procedures to insure cost control within budgeted allocations for staffing, equipment and supplies;

Recommends changes in overall administrative policies to more effectively reflect stated programs, goals, and procedures;

Administers and monitors new and on-going contracts to ensure compliance;

Participates in the preparation of the annual budget;

Participates in the preparation and monitoring of funding grants and researches and secures new funding sources as required;

Supervises the Institute's personnel program in accordance with the Westchester County Medical Center's and the New York Medical College's personnel policies;

Participates in meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques as they apply to hospital administration; thorough knowledge of the standards, regulations and operation of a large hospital; thorough knowledge and understanding of AAUAP, and Federal and State standards for programs of service to the mentally retarded and developmentally disabled; ability to coordinate the work of the various service departments; ability to deal effectively with a variety of administrative, clerical and service personnel; ability to supervise and direct the work of others; ability communicate effectively, both orally and in writing; initiative in recommending needed policy review and revision; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and either: (a) A Bachelor's Degree* in Business Administration, Hospital Administration, Public Administration, or Health Care Administration and four years of hospital management experience, two of which must have included supervisory experience and one of which must have involved servicing the mentally retarded and developmentally disabled; or (b) A Master's Degree* in Hospital Administration, Public Administration, or Health Care Administration and three years of hospital management experience, two of which must have included supervisory experience and one of which must have involved servicing the mentally retarded and developmentally disabled; or (c) a satisfactory equivalent combination of the foregoing training and 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.