

EXECUTIVE VICE PRESIDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President & CEO of the Westchester Medical Center, the incumbent of this position acts on behalf of the President & CEO in his absence and shares fully in the administration of any aspect of the operational activities of the hospital, advising and consulting on the goals, plans, operations, and policies of the Westchester Medical Center consistent with its mission. Responsibilities involve extensive contact with key individuals in public, private and community organizations and agencies at the national, state and local level concerning the operation of health care institutions and with the Board of Directors of the Westchester Health Care Corporation. In addition, in the absence of the President & CEO, the incumbent in this position assumes responsibility for planning, directing and coordinating all activities of the hospital. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the President/CEO at his request or in his absence, assuming responsibility for all phases of hospital operations, with full authority to commit the department;

Advises and assists the President/CEO in the formulation of departmental policies, plans and programs for all hospital operations;

In collaboration with the President/CEO, coordinates and integrates each operational area with overall hospital objectives;

Meets with department heads to coordinate their activities and ensure consistency with the objectives of the hospital;

Receives monthly reports concerning various phases of the hospital operation;

Resolves major or unusual operating problems, advising and consulting with the President/CEO on those issues not covered by policy;

Evaluates all phases of hospital activities against established objectives and directs the implementation of corrective action in response to adverse findings;

Coordinates the activities of hospital staff to ensure continuing efforts towards the accomplishment of the hospital's mission;

Acts for the President/CEO, as required, in those areas which interact with other departments, governmental and private agencies, the Board of Directors and community groups;

Establishes operating guidelines for all services in compliance with hospital and established practices and procedures.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of hospital organization and administration; thorough knowledge of the goals and objectives of the Westchester Medical Center; good knowledge of the functions and operations of all hospital divisions; good knowledge of federal, state and county laws, regulations, rules, and policies applicable to the operation of a hospital; ability to plan, implement and integrate hospital operating policies, regulations and procedures; ability to identify critical operational problems and to formulate realistic solutions; ability to manage a complex organization effectively; ability to meet and deal effectively with public, private and community officials and individuals; ability to analyze and evaluate reports and studies; ability to speak and write effectively; sound and mature professional judgment; initiative; reliability; integrity; tact; resourcefulness; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) a Master's Degree* in Hospital, Health or Business Administration and nine years of managerial experience in hospital administration; or (b) eleven years of experience as defined in (a); or (c) any 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.