

HEALTH CARE ADMINISTRATOR (MATERIAL MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the management, supervision, administration and coordination of the materials management activities to include equipment on nursing units; distribution; printing and duplicating; and central sterile supply. Responsibility involves the establishment and implementation of systems and procedures to insure adequate inventory of supplies and materials and for the effective distribution thereof to all hospital areas. Close working relationships must be maintained with all area supervisors and administrators to insure operational objectives. Work must also be coordinated with Purchasing Division staff for the purchasing, re-ordering and receipt of new items. Supervision is exercised over a large number of supervisory, technical, clerical and stock personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for Materials Management and implements approved policies within an assigned area;

Develops, implements and maintains electronic and manual systems to monitor the flow of the hospital inventory;

Develops, implements and monitors procedures for the utilization, storage and re-ordering of materials and supplies;

Coordinates the distribution of materials and supplies with area supervisors and administrators;

Develops and maintains a catalog of all products used in the Medical Center; supervises a number of clerical staff in the identification and labeling of all products;

Troubleshoots operational difficulties in supplying hospital divisions with items in emergency situations;

Coordinates activities with those of the Hospital Purchasing Division to prevent inventory depletion by means of a timely re-ordering procedure;

Establishes safety measures to be used in the clearing of space for stock items, unloading, unpacking and storing shipments;

Inspects and approves the receipt of shipments, returning incorrect or damaged goods to the Receiving Unit;

Trains, supervises and schedules all supervisory and stock personnel assigned to the various areas;

Supervises and coordinates all printing and duplicating services, and the mail rooms;

Provides administrative supervision to professional and technical staff in Central Sterile Supply and other related areas;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares detailed reports of division activities for administrative review;

Performs related administrative tasks to insure the smooth and effective operation of the division;

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 carry out hospital programs and procedures;

Participates in the preparation of those portions of the annual hospital budget related to the areas of assignment;

Participates in meetings and conferences;

Prepares statistics and reports as required.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the proper utilization of specialized hospital support services; good knowledge of modern inventory controls and storage techniques; good knowledge of material distribution systems as utilized in large hospitals; ability to supervise personnel effectively; ability to communicate effectively both orally and in writing; ability to relate to and deal effectively with all levels of hospital personnel and suppliers; integrity; resourcefulness; tact; sound professional judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and (a) five years of materials management experience, three of which must have been at the administrative or supervisory level in a hospital or health care facility or (b) a Master's Degree* in Business Administration, Hospital Administration, or Public Administration and four years experience as stated in (a) which must have included the three years of specialized experience; or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary 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.