

MANAGER - SPECIAL SERVICES AND SUPPLY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Associate Director for Fiscal Services, the incumbent maintains administrative authority over the Special Services and Supply Divisions of the Westchester County Medical Center; supervision is exercised over a large number of supervisory, technical, and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Responsible for the development, implementations and maintenance of systems which coordinate the procurement of items used by various divisions of the Medical Center;

Responsible for maintaining all systems relative to the receipt, inspection and recording of all items delivered to the Medical Center;

Responsible for the planning, organization, implementation and maintenance of a perpetual inventory system and monthly supply distribution report;

Responsible for directing the activities of the mailroom, stockrooms, duplicating services, the Ambulance Service and related Medical Center transport services, and the switchboard and information services of the Medical Center;

Coordinates all telephone usage and installations in the Medical Center;

Maintains a liaison with the Bureau of Purchase and Supply insuring that the Medical Center divisions have adequate supplies;

Maintains staffing schedules.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the proper utilization of specialized hospital support services; thorough knowledge of the principles and practices of modern procurement procedures especially as they relate to a governmental institution; good knowledge of modern inventory controls and storage techniques; good knowledge of material distribution systems as utilized in large institutions; ability to manage and supervise personnel effectively; ability to communicate effectively both orally and in writing; ability to relate to and deal effectively with a wide range of Medical Center personnel; county employees, suppliers, and the general public; integrity; resourcefulness; tact; sound judgment; physical condition commensurate with the demands of the position..

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and in either: (a) a Master's Degree* in Business Administration, Hospital Administration, Public Administration and three years of progressively responsible experience in the purchasing and supply section of a large agency, institution or corporation, one year of which must have been in a managerial and supervisory capacity; or (b) four and two years of the experience listed in (a); or (c) an equivalent combination of 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 Department of Education as a post-secondary, degree-granting institution.