

PRESIDENT/CHIEF EXECUTIVE OFFICER-ELLENVILLE HOSPITAL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Directors of the Ellenville Hospital, this position acts as the President/Chief Executive Officer of the Ellenville Hospital. The incumbent is responsible for planning, directing, operating, coordinating and evaluating the overall activities of the hospital to ensure that the mission and specific objectives relative to health care services, are effectively achieved. Additionally, the incumbent develops or implements new or established policies, and is an effective liaison with the Board of Directors, governing authorities, the medical staff, and the community. This is an appointed position by the Board of Directors. General supervision is exercised through subordinates over a large number of medical, professional, technical, clerical and labor class employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates general policies and directs their implementation through executive and senior level managers;

Informs the Board of Directors of the condition of the hospital regularly;

Establishes organizational structure to ensure financial, human, material and physical resources are used effectively and efficiently to provide cost-effective health care services and programs;

Develops and administers all budget components;

Establishes and maintains external relations with the public, and provides for the implementation of an acceptable public relations program;

Works closely with various boards to coordinate efforts of medical staff to achieve and maintain required standards of health care performance;

Develops and maintains programs, services and an organizational climate conducive to attracting, retaining and securing personnel necessary to accomplish the hospital's mission;

Monitors the operation of the hospital to ensure activities are in support of the hospital's goals and objectives, and takes remedial action to redirect efforts to support goals;

Supervises affiliation with the Westchester County Health Care Corporation;

Directs the staff in providing quality health care services in the community;

Acts as a chief strategist in the preparation of plans for future hospital endeavors in response to the health care needs of the public;

Prescribes specific limitations of authority of subordinates regarding policies, contractual agreements, expenditures, and personnel actions that include review and approval of appointments, employment transfers, or termination of personnel;

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

Organizes the functions of the hospital through appropriate departmentalization and the delegation of duties, and establishes formal means of accountability for those to whom specific duties are assigned;

Schedules regular interdepartmental and departmental meetings, where appropriate, to maintain communications between the medical staff and other departments;

Prepares reports for and attends meetings with the Hospital Board regarding the activities of the hospital and governmental developments which affect health care;

Reviews and responds to reports of authorized inspecting agencies;

Employs a system of reliable accounting, including budget and internal controls and implements the control and effective utilization of physical and financial resources;

Participates or is represented in Local, State and National hospital associations and professional activities which define the delivery of health care services and aid in short and long-range planning of health care services and facilities;

Maintains an ongoing program of education in health care administrative and management areas to maintain, strengthen and broaden concepts, philosophy and ability as the President/Chief Executive Officer;

Coordinates and integrates all phases of the hospital programs and initiatives;

Interprets, transmits and ensures compliance with County, State and Federal laws, rules and regulations;

Cooperates with other health, hospital and social agencies in an effort to increase and improve health care services to the community.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of hospital organization and administration including good knowledge of public administration, personnel administration, fiscal planning and the functions of all hospital departments; thorough knowledge of the laws applicable to hospital administration and operations; ability to plan and implement integrated hospital operating policies, regulations and procedures; ability to manage a complex organization effectively; ability to meet and deal effectively with others; ability to analyze and evaluate reports and studies; sound and mature judgment; reliability; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) a Master's Degree* in Hospital, Health Administration or Nursing Administration and eight years of managerial experience in hospital administration or with a large scale health care program related to the delivery of health or patient care services, medical or health education programs or public health activities, or any combination thereof; or (b) ten years of experience as cited in (a); or (c) any satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*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.

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Job Class Code: E0779
Job Group: Flat Rate