

PRESIDENT AND CHIEF EXECUTIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Directors of the Westchester County Health Care Corporation (WCHCC), this position acts as President and Chief Executive Officer of the Westchester County Health Care Corporation. The incumbent is responsible for planning, directing, operating, coordinating and evaluating the overall activities of WCHCC and its various facilities (i.e., Westchester Institute for Human Development, Behavioral Health Center, Taylor Care Center), to ensure that the mission as a regional referral medical facility, and specific objectives relative to health care services, medical education, research, and integrated community health care programs 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, divisions of the Medical Center, 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 Medical Center regularly;

Establishes organizational structure of WCHCC, 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 of WCHCC including the Operating and Capital budgets;

Supervises affiliation contract with New York Medical College (NYMC), and acts as a liaison with college officials;

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

Works closely with various boards and NYMC 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 Medical Center's mission;

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

EXAMPLES OF WORK: (Cont'd)

Directs the WCHCC staff in providing quality health care services in Westchester County, and in functioning as a regional referral facility, and a facility of medical education and research;

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

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

Organizes the functions of the Medical Center through appropriate departmentalization and the delegation of duties, and establishes formal means of accountability from 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 Medical Center 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 the physical and financial resources of WCHCC;

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 and Chief Executive Officer;

Coordinates and integrates all phases of the Medical Center program;

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.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of hospital organization and administration including a 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.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) a Masters Degree* in hospital or health administration and ten 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) twelve 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.