

ASSOCIATE DIRECTOR OF HOSPITAL ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents are responsible for the administration of several services at the Westchester Medical Center. Responsibilities include planning, developing, executing and administering programs and services of designated divisions of the Medical Center, as well as recommending and implementing policies, developing operational practices and procedures, and coordinating operations to ensure quality care while maximizing revenue. Incumbents ensure that operational goals are achieved effectively and efficiently. Supervision is exercised over a number of division heads and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers and coordinates the operations of, and plans, develops and executes programs and services for designated divisions of the Medical Center;

Maintains total administrative responsibility and develops operational systems which ensure the optimum utilization of assigned services and the effectiveness of related programs and activities including diagnostic, treatment, and preventive programs;

Develops and implements operational procedures and practices to integrate services and reduce duplication;

Administratively responsible for ensuring that assigned divisions are in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals and New York State Department of Health;

Promotes managed care contracts that will expand market share in services at the Medical Center;

Directs the preparation of each assigned division's annual budget and monitors spending to comply with allocations;

Analyzes existing operational needs hospital-wide and makes recommendations;

Recommends and prepares applications for approvals required for designated hospital activities;

Develops and implements new programs to maintain assigned services as leaders in diagnostic, treatment and preventive services and strengthens existing clinical and administrative activities relating to respective services to enhance quality and promote overall effectiveness of the program;

Develops a strategic plan consistent with the Medical Center's mission that will establish the future direction of the divisions;

EXAMPLES OF WORK: (Cont'd)

Develops, implements and maintains system to coordinate procurement activities for assigned divisions;

Promotes the involvement of community hospitals and physicians in assigned divisions and develops marketing and public relations programs to educate and inform both the professional community and the public at large of the services available through the Medical Center and to ensure that services are responsive to the needs of the community;

Develops and implements management techniques to improve assigned services and operations;

Establishes and maintains extensive contact with all levels of staff in the hospital including the President/CEO's office, Finance, General Counsel, etc.;

Develops, implements and monitors statistical reporting systems that generate data on the utilization of assigned services;

Prepares reports and maintains records and files on the activities of assigned divisions;

Keeps abreast of current and accurate market trends and conditions with respect to programs and services applicable to a large health care institution;

Attends meetings, conferences and seminars as required;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques as they apply to hospital administration; thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health; good knowledge of policies, rules, procedures, and regulations relating to the procurement of medical equipment and services; good knowledge of acceptable business practices in dealing with vendors and contract agencies; good knowledge of the principles and practices of administrative supervision and decision making; ability to organize and delegate work assignments; ability to communicate effectively both orally and in writing; ability to negotiate contract terms and agreements; ability to coordinate the work of various divisions into an integrated, streamlined process; ability to deal effectively with lay

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) and professional persons and gain their support and cooperation; ability to establish and maintain effective working relationships with a wide range of professional, administrative, technical and clerical staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; tact; poise; sound professional judgment; initiative; resourcefulness; reliability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of experience that was primarily managerial and/or administrative experience, three of which must have been in a large hospital or health care facility.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted for the above stated managerial or administrative experience on a year-for-year basis for up to two years. There is no substitution for the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J.C.: Non-Competitive†
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Job Class Code: E0311
Job Group: XVIII