

## EXECUTIVE VICE PRESIDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the President and Chief Executive Officer, an Executive Vice President provides executive leadership and strategic direction and shares fully in the development and implementation of the operational activities of the WMC Health Network, advising and consulting on the goals, plans, operations, and policies of the organization consistent with its mission, vision and values. These positions are part of the executive team and function as chief officers with responsibility for developing goals, strategic plans, and policies for entity hospitals or affiliate relationships.

### EXAMPLES OF WORK: (Illustrative Only)

Advises and assists the President and Chief Executive Officer in the formulation of departmental policies, plans and programs for all organizational operations;

In collaboration with senior executive leadership, coordinates and integrates each operational area with overall organizational objectives;

Meets with organization Senior Vice Presidents to coordinate their activities and ensure consistency with the objectives of the organizational;

Receives monthly reports concerning various phases of the organizational operation;

Resolves major or unusual operating problems, advising and consulting with the senior executive leadership on those issues not covered by policy;

Evaluates all phases of organizational activities against established objectives and directs the implementation of corrective action in response to adverse findings;

Coordinates the activities of the organization's staff to ensure continuing efforts towards the accomplishment of the organizational's mission;

Acts for the President and Chief Executive Officer, as required, in those areas which interact with other departments, governmental and private agencies, the Board of Directors and community groups;

Establishes operating guidelines for assigned services in compliance with hospital and established practices and procedures.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of the principles and practices of health system organization and administration; thorough knowledge of the goals and objectives of WMC Healthcare Network; good knowledge of the functions and operations of all organizational divisions; good knowledge of federal, state and county laws, regulations, rules, and policies applicable to the operation of a healthcare system; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify critical operational problems and to formulate realistic solutions; ability to manage a complex organization effectively; ability to meet and deal effectively with public, private and community officials and individuals; ability to analyze and evaluate reports and studies; ability to speak and write effectively; sound

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) and mature professional judgment; resourcefulness; physical condition commensurate with the requirements of the position. Comprehensive knowledge of the principles and practices of health system organization and administration; thorough knowledge of the goals and objectives of WMC Healthcare Network; good knowledge of the functions and operations of all organizational divisions; good knowledge of federal, state and county laws, regulations, rules, and policies applicable to the operation of a healthcare system; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify critical operational problems and to formulate realistic solutions; ability to manage a complex organization effectively; ability to meet and deal effectively with public, private and community officials and individuals; ability to analyze and evaluate reports and studies; ability to speak and write effectively; sound and mature professional judgment; resourcefulness; 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 or business administration and nine years of managerial experience in hospital administration for a large healthcare system; or (b) eleven years of experience as defined in (a); or (c) any satisfactory equivalent combination of the foregoing 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 Education Department as a post-secondary, degree-granting institution.