

SENIOR VICE PRESIDENT HOSPITAL ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Executive Vice President, an incumbent in this position is responsible for directing, controlling and coordinating, through subordinate managerial personnel, the administrative functions of the hospital, with particular attention to program planning and development, the organization of internal services and the analysis and definition of work methods, procedures and systems consistent with the mission and objectives of the institution. The successful accomplishment of the tasks associated with this position requires an incumbent to establish and maintain effective and substantial contacts with key top level managerial, elected and professional personnel of various national, state and local public and private care institutions. Supervision is exercised over a large number of managerial, professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and evaluates existing policies, procedures, systems and work methods by means of periodic and special studies and reports those findings requiring immediate attention to superiors with appropriate recommendations;

Directs the installation of improved work methods and procedures to ensure achievement of program objectives;

Develops standards and methods for the review and reporting of hospital activities especially as they relate to critical management and statistical information;

Interprets and transmits administrative policies and insures compliance with such policies;

Develops long range planning strategies relating to systems and program development, optional utilization of staff equipment and facilities, etc.;

Reviews federal, state and local legislation to determine present and future impact on the operation of Westchester Medical Center;

Reviews and makes recommendations concerning the modernization of equipment and facilities, new construction, and the need for new equipment and service;

Meets periodically with managerial personnel to help resolve administrative problems;

Attends and participates in staff conferences and maintains effective contacts with local, state and national association, organizations and government officials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of principles and practices of hospital organization and administration including knowledge of hospital and public administration, personnel administration, hospital planning, the capabilities of electronic data processing and the functions of all Westchester Medical Center divisions; thorough knowledge of the goals and objectives of Westchester Medical Center; thorough knowledge of applicable federal, state and local laws, rules, regulations and policies as they relate to the administrative and

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) planning operations of the Medical Center; ability to plan, implement and evaluate appropriate hospital administrative systems and procedures; ability to manage a complex operation efficiently and effectively; ability to supervise, organize, direct and evaluate the work of assigned staff; ability to evaluate studies and reports; ability to meet and deal effectively with public, private and community official and individuals; ability to write and speak effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; tact; initiative; integrity; resourcefulness; sound and mature professional judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and eight years of administrative experience, seven years of which were in a hospital or health care agency and two years of which shall have included the formulation and implementation of institution-wide policies and procedures

SUBSTITUTION: Satisfactory completion of 30 credits* toward a Master's degree in hospital, health or public administration may be substituted on a year for year basis for the above experience exclusive of the 2 years of specialized 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.