

<i>Position Title</i>	<i>Job Family</i>	<i>Designation</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Associate Director (Hospitals)	981310 981320 981330	All	2/14/22		

Purpose of Position:

Under general supervision, provides assistance in the administration and supervision of activities within a group of services within the health care setting. Responsible for several departments and manages the technical, managerial, ancillary, clerical and support staff of these departments.

Essential Duties and Responsibilities:

1. Directs and supervises staff and support departments, coordinates special services and activities of related support and professional service departments.
2. Prepares operating plans and drafts of plans, policies, programs and procedures. Participates in the implementation of improved systems and procedures, monitoring of systems, and in the control and audit of programs.
3. Prepares data for budget preparation, operating and statistical reports, analysis and makes recommendations.
4. Monitors requisitioning of supplies and equipment. Requisitions materials and supplies for administrative, professional and support service activities.
5. Prepares studies on patient care standards, conducts analysis and prepares recommendations.
6. Attends staff meetings, conferences and consults with Medical and Support Services departments.
7. May represent health care setting administration in relevant functions and programs.
8. Assists in grant proposal writing and in submitting revenue and expenditure reports for special funded programs.
9. Performs other related duties, as directed.

Qualification Requirements:

1. Master's degree from an accredited college or university in Hospital Administration, Health Care Administration, Public Health or a related discipline; and
2. Four (4) years of administrative experience and background at responsible management and administrative levels; or
3. An equivalent combination of training, educational background and experience in related fields and educational disciplines may be substituted on a year-for-year basis.

Direct Line of Promotion:

None. This is in the non-competitive class of positions.