

To be responsible for the continuous review and evaluation of the effectiveness of existing policies, procedures and work methods relating to these services and to install or provide improved procedures and work methods.

To make rounds of facility areas on a regular basis to assure proper maintenance of standards of inmate care.

To be responsible for administrative functions of budget, accounting, fiscal, personnel, supply, and facility maintenance.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of hospital administrative principles, practices and methods and skill in applying such knowledge; a thorough knowledge of hospital organization, operation and maintenance; the ability to maintain effective control and checks upon performance and operation; the ability to integrate and coordinate effectively the administrative services with the medical care and treatment services; the ability to assist the Medical Program Director in the formulation and execution of policies and programs for the care and treatment of inmates and the ability to interpret principles and practices of business management and the ability to apply such knowledge in the direction and supervision of the administrative services at a hospital, mental institution or correctional institution; a working knowledge of trends and current developments in modern hospital administration methods and procedures; the ability to plan, organize, direct and review work performed by professional personnel through consultation and through evaluation of their reports for conformance to the objectives, policies, directions and instructions approved by the Medical Program Director for the care and treatment of inmates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in hospital, public or business administration, and

Experience: Such as may have been gained through: employment as a Hospital Administrator, Assistant Hospital Administrator or employment in an administrative position in a general hospital, correctional institution or mental health institution involving the coordination of administrative services with the medical services for proper health care and treatment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 12, 2005