Administrator

Job Title: Administrator

Department: Administration

Immediate Supervisor Title: Chief Executive Officer, Board of Directors

Job Supervisory Responsibilities: Managers and directors of all departments

General Summary: An exempt, management position responsible for leading and directing operations in smaller organizations. Responsible for assisting the chief executive officer in leading and directing operations in larger organizations.

Essential Job Responsibilities:
1. Manages the daily operation of the organization by creating and implementing policies and procedures.
2. Directs operation of the organization and supervises all staff.
3. Helps chief executive officer develop organizational strategic plans and objectives based upon identified needs of patients.

Education: Master's degree in health care administration, business administration, or health administration.

Experience: Minimum seven years executive-level experience including five years of experience in the administration of a health care organization.

Other Requirements: Licensure or ability to obtain licensure when background credentials warrant.

Performance Requirements:

Knowledge:
1. Knowledge of principles and practices of health care planning and management sufficient to manage, direct, and coordinate the operation of a health care organization.
2. Knowledge of the purposes, organization, and policies of the community's health systems sufficient to interact with other health care providers.
3. Knowledge of the policies and procedures of a clinic sufficient to direct its operations and to provide effective patient care.

Skills:
1. Skill in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve organizational objectives.
2. Skill in analyzing situations accurately and taking effective action.
3. Skill in establishing and maintaining effective working relationships with employees, policy-making bodies, third-party payers, patients, and the public.
4. Skill in organizing work, making assignments, and achieving goals and objectives.
5. Skill in exercising judgment and discretion in developing, applying, interpreting, and coordinating departmental policies and procedures.

Abilities:
1. Ability to assume responsibility and exercise authority over assigned work functions.
2. Ability to establish and maintain quality control standards.
3. Ability to organize and integrate organizational priorities and deadlines.

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lighted office environment. Occasional evening and weekend work.

Mental/Physical Requirements: Involves sitting approximately 90 percent of the day, walking or standing the remainder.