**Assistant Hospital Administrator Standard Job Description**

**Classification Title:** Assistant Hospital Administrator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Assistant Hospital Administrator, under general supervision, supervises technical support staff and coordinates the administration of technical services in the Veterinary Medical Teaching Hospital.

**Essential Duties and Responsibilities:**

**40% Strategic Management and Administration**

* Assists with strategic management to develop business goals for future growth.
* Communicates with staff regarding changes or problems with policies and procedures.
* Organizes services and collaborates in developing methods to improve utilization and efficiency.
* Plans for future growth and works with administration and staff to develop strategies for managing budgets.

**20% Staff Supervision and Training**

* Oversees and trains staff in the entry of charges and information into medical information systems.
* Coordinates and provides instruction and training to staff on hospital protocols and procedures.
* Consults with staff supervisors for recruitment, interviewing, and hiring of new staff.
* Supervises periodic performance evaluations and facilitates professional development opportunities for current staff.

**10% Inventory and Supply Management**

* Coordinates the inventory and ordering of supplies, equipment, and drugs.
* Authorizes maintenance and troubleshooting of equipment, working with facilities and business teams.

**5% Emergency and Patient Care Supervision**

* Supervises and coordinates the administration of emergency care techniques and medications.
* Monitors performance of procedures, laboratory tests, and patient care activities.

**5% Quality Control and Reporting**

* Administers quality control monitoring and prepares reports for hospital leadership.
* Maintains policies and procedures to ensure compliance with standards.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience. Two years of supervisory experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of veterinary products, equipment, and services.
* Strong verbal and written communication skills.
* Ability to negotiate, network, and translate ideas and strategies into common sense steps for implementation.

**Additional Information:**

**Machines and Equipment:**

* MRI
* CT
* PACS
* X-Ray Equipment
* Ultrasound

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**