
Auburn University Job Description

Job Title: **Hospital Administrator, Vet Med**

Job Family: No Family

Job Code: **IA20**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Responsible for all aspects of business, human resources, and operational activities of the Veterinary Teaching Hospital (VTH) and will function as the tactical operations manager for the facility and its staff.

Essential Functions

1. Administers and oversees VTH budgets, finances, payroll, human resources, and management of financial reporting.
2. Participates as a member of the senior management team, including internal and external advisory committees.
3. Oversees, directs, and coordinates the VTH human resources management function including staffing, professional development, records management and organization planning.
4. Administers the procurement, receiving, storage, and distribution processes of non-pharmaceutical supplies for all sections of the VTH.
5. Coordinates with upper management the preparation of budgets to include monitoring throughout the year.
6. Coordinates the facility infrastructure and maintenance schedules by working closely with the appropriately units on and off campus ensuring everything is in proper working order.
7. Oversees the billing and collection process for the VTH.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Health Care Management, Business Administration, Human Resources, or related field
Experience (yrs.)	7	Experience in hospital operations to include management, financial management, and business operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of hospital operations to include business, personnel, maintenance, and operational activities

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing.

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/30/2013
