
Auburn University Job Description

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

Job Family: No Family

Job Code: **IA20**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

Job Summary

Reporting to the Associate Dean for Clinical Affairs this position is responsible for the daily operations of the Veterinary Teach Hospital while enhancing efficiency, client and referral services, and profitability. Oversees financial and personnel issues for the hospital with nearly 350 employees, Collaborates with all hospital supervisors to keep the hospital functioning effectively and with high morale.

Essential Functions

1. Oversees and manages the daily operations of the Veterinary Teaching Hospital (VTH) and enhances profitability, efficiency, client and referral services. Focuses on continuous improvement.
2. Partners with the Associate Dean for Clinical Affairs in developing, implementing, and maintaining practices and policies to ensure hospital operations remain efficient, financially viable, and positive for patients, clients and employees.
3. Manages staff including direct responsibility of three directors and 10 managers/ supervisors who in turn oversee approximately 300 full-time staff, TES, and student employees.
4. Partners with the Associate Dean for Clinical Affairs and the leadership team to develop the strategic and operational goals and needs of the organization and support strategy implementation. Develops annual operating objectives and plans for the areas assigned.
5. Builds effective teams by attracting highly skilled workers, integrating employees into the organization, and developing and retaining team members to meet current and future business objectives. Monitor and assess organizational design, assessing structure, staffing levels, and providing recommendations to the Associate Dean for Clinical Affairs.
6. Demonstrates visibility and accessibility to staff by making rounds, conducting staff meetings, and focusing on employee engagement strategies.
7. Monitors financial performance to ensure budgeted volumes, revenues and expenses are realized.
8. Partners with the Facilities Manager and in consultation with the Associate Dean for Clinical Affairs to monitor facilities maintenance and renovations and evaluate space utilization and maintenance of space inventory.
9. Administers the procurement, receiving, storage, and distribution processes of non-pharmaceutical supplies for all sections of the VTH.
10. Participates as a member of the senior VTH/Clinical Sciences management team, including internal and external advisory committees.

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 human or veterinary hospital health care administration to include fiscal management, budgeting, cost accounting, and personnel management. Must include at least 2 years' experience supervising full-time staff. Previous experience in an academic teaching health care environment is highly desirable.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of hospital operations to include business, personnel, maintenance, and operational activities.

Must be detail oriented and able to focus on nuances of multiple hospital operations.

Effective communication skills with diverse groups, including faculty, staff, and external customers.

Excellent oral and written communication skills; organizational and interpersonal skills.

Computer proficiency in Microsoft Office Suite, including full proficiency in Excel.

Skills to manage and implement change, as well as motivate and mentor staff while increasing performance.

Ability to convey business needs in a clear, concise and effective manner.

Demonstrated ability to show respect for and willingness to work with clients and their pets.

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.

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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: 4/15/2022
