AUBURN
Human Resources

Pharmacist
Job Description

JOB INFORMATION

Job Code	EA13
Job Description Title	Pharmacist
Pay Grade	HW14
Range Minimum	$92,350
33rd %	$116,980
Range Midpoint	$129,290
67th %	$141,610
Range Maximum	$166,230
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/5/2020

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

JOB SUMMARY

Ensures that prescriptions for clients are filled and labeled correctly, as well as maintaining inventory and tracking controlled drug use and overseeing the daily operation of the pharmacy.

RESPONSIBILITIES

- Reviews, corrects and fills prescriptions, and oversees prescriptions prepared by technicians and students.
- Monitors controlled substances prescribed or acquired from vending machines to ensure valid prescriptions are obtained.
- Distributes information on procedures to students, new DVMs, and others as appropriate.
- Oversees general inventory procurement for the department.
- Prepare appropriate documentation and records of drug usage.
- Answers questions, counsels, and advises customers on drug interactions, side effects, dosage, and storage of pharmaceuticals.
- Compounds medications, using standard formulas and processes.
- Serves as instructor for pharmacy student rotations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Pharmacy	and	0 years of	No experience required	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Federal and State guidelines and laws related to the management, storage, and dispensing of prescription medications.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be licensed as a pharmacist or eligible for licensure in the state of Alabama.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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