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## Auburn University Job Description

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|--------------|-------------------------|-------------|---------------------|
| Job Title:   | <b>Supv, Pharm Tech</b> | Job Family: | No Family           |
| Job Code:    | <b>EA54</b>             | Grade 30:   | \$28,000 - \$46,700 |
| FLSA status: | Non-exempt              |             |                     |

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### Job Summary

Supervises technicians and interns and coordinates business operations within the Pharmacy.

### Essential Functions

1. Oversees and ensures efficiency and accuracy of work performed by pre-pharmacy technicians and interns providing skilled and technical assistance to a pharmacist.
2. Maintains pharmaceutical inventory and turn around.
3. Reviews and verifies financial statements to include, but not limited to, month statements of revenue and expenses, Bursar collection reports, Bursar billing reports and invoices.
4. Oversees billing procedures for student insurance and international insurance.
5. Maintains ScriptPro robotics utilized in the pharmacy.
6. May assist in other activities such as marketing or public relations for the pharmac(y/ies).

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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> |
|--------------------------|----------------|--------------------------------------|
| <b>Education</b>         | High School    | High School Diploma or equivalent    |
| <b>Experience (yrs.)</b> | 7              | Experience as a Pharmacy Technician  |

#### 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 insurance plan co-pays, technician practices, and State of Alabama pharmacy laws.

#### Certification or Licensure Requirements

Certified Pharmacy Technician

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### 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, and lifting up to 10 pounds.

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

Date: 1/4/2012

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