



**JOB INFORMATION**

Job Code	IA19
Job Description Title	Mgr, Client Services
Pay Grade	AS12
Range Minimum	\$54,270
33rd %	\$66,930
Range Midpoint	\$73,260
67th %	\$79,590
Range Maximum	\$92,250
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/28/2018

**JOB FAMILY AND FUNCTION**

Job Family:	Administration & Operational Support
Job Function:	Administrative Operations

**JOB SUMMARY**

Manages the operations within the College of Veterinary Medicine (CVM) Veterinary Teaching Hospital to include administrative operations, client services, client intake, medical records, and financial records.

**RESPONSIBILITIES**

- Manages multiple client services based operations within the teaching Hospital.
- Oversees financial services operations within the teaching hospital, particularly in relation to Client Services.
- Manages assigned staff of Client Services to include human resources related functions such as leading recruitment efforts, reviewing resumes, conducting interviews, and conducting performance review evaluations. Assists in resolving employee relations issues in collaboration with CVM Human Resources.
- Collaborates with hospital leadership to evaluate internal processes and determine best practices and procedures for patient and client care. Meets with clients to understand needs and ensures support can be provided. Ensures quality and timely responsiveness of employee's assigned duties, including after-hours and emergency calls.
- Manages staff development with a strong focus on client care. Facilitates continuing education for interaction with clients, students, and faculty. Oversees onboarding of new employees, maintains training programs focusing on cross training of personnel within areas of Client Services.
- Assists the Hospital Director and/or Hospital Administrator in evaluating client satisfaction metrics and goals for improvements. Reviews satisfaction surveys, addresses areas of improvement if necessary.
- Collaborates with IT, Marketing department, and other areas of CVM for software updates, materials and promotion, events, for the teaching hospital in relation to Client Services.
- Serves as a liaison between the faculty of the teaching hospital and Client Services.

**SUPERVISORY RESPONSIBILITIES**

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.
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**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 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 Business, Healthcare Administration, Public Administration, Management, or related.	And	5 years of	Experience in client services in a healthcare administration setting, human or veterinary. At least one year supervising, leading, or mentoring employees.	

Substitutions Allowed for Education  Yes

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge healthcare administration in regards to client services.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None 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		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

**Vision Requirements:**

Ability to see information in print and/or electronically.