



**JOB INFORMATION**

Job Code	IA20
Job Description Title	Hospital Administrator, Vet Med
Pay Grade	FO15
Range Minimum	\$104,010
33rd %	\$135,210
Range Midpoint	\$150,810
67th %	\$166,410
Range Maximum	\$197,610
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/15/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Business Administration

**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.

**RESPONSIBILITIES**

- Oversees and manages the daily operations of the Veterinary Teaching Hospital (VTH) and enhances profitability, efficiency, client and referral services. Focuses on continuous improvement.
- 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.
- 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.
- 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.
- 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.
- Demonstrates visibility and accessibility to staff by making rounds, conducting staff meetings, and focusing on employee engagement strategies.
- Monitors financial performance to ensure budgeted volumes, revenues and expenses are realized.
- 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.
- Administers the procurement, receiving, storage, and distribution processes of non-pharmaceutical supplies for all sections of the VTH.
- Participates as a member of the senior VTH/Clinical Sciences management team, including internal and external advisory committees.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 Health Care Management, Business Administration, Human Resources, or related field.	And	7 years of	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.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## 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			

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.