

HOSPITAL PURCHASING AND MATERIALS SUPPORT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, directs, staffs and controls a wide range of operations and activities pertaining to contracting, procurement and warehousing functions at Natividad Medical Center (NMC); provides direct and/or indirect supervision to subordinate staff, including management, supervisory, professional, technical, clerical and other support employees; develops and administers goals, objectives, policies, and procedures regarding NMC procurement and materials management functions; participates in Hospital strategic development and planning processes; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-position senior management class. The incumbent serves as a second-level manager, performing highly responsible and complex management and administrative duties. The incumbent serves a member of the hospital's executive team and ensures that assigned programs, functions and operations conform to organizational goals and objectives. Duties include significant responsibility for formulating and administering policies and procedures in assigned areas, as well as providing management support and advice to superiors. Assigned operations and functions primarily emphasize the procurement, storage, and delivery of equipment, materials and services.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Plans, organizes, directs, staffs and controls NMC contracting, procurement and warehouse operations and activities; monitors, reviews and evaluates assigned functions and activities to ensure that they conform to hospital and County goals, objectives, policies and procedures; provides proactive purchasing services to NMC departments in order to develop cost effective solutions to purchasing challenges and opportunities.
2. Plans, assigns, directs, and monitors the work of subordinate staff, including subordinate management and supervisory employees; develops and/or approves schedules; analyzes and distributes projects, assignments and workloads; evaluates employee performance; implements employee disciplinary actions as appropriate; responds to employee grievances and complaints; initiates and coordinates staff selection and training processes; ensures that staff activities comply with organizational expectations.
3. Develops, implements and administers NMC policies and procedures for the procurement of supplies, materials, equipment and services, including those related to capital construction projects; communicates and coordinates with County purchasing officials as needed to maintain cooperative relationships and consistent practices.
4. Manages and directs the solicitation of bids and proposals; directs and participates in the preparation of specifications for bid packages; analyzes bid/proposal responses; negotiates and develops favorable agreements and contract terms and secures discounts where possible; recommends contract awards to selected bidders; drafts contractual agreements and prepares/presents contractor recommendations as appropriate to hospital and/or County executives for approval and signature.

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5. Negotiates and manages rental/lease agreements; negotiates and manages cooperative agreements with other organizations as authorized; coordinates and arranges for special funding as authorized.
6. Monitors and evaluates the performance of vendors to ensure that all parties are complying with contractual terms; maintains cooperative and positive relationships with sources of supply such as contractors, vendors and sales staff in order to stay informed regarding price trends, availability of supplies, new items, and product reliability; meets with vendors and hospital staff to plan special projects, arrange for work completion and/or resolve problems.
7. Interprets policies, laws and regulations pertaining to hospital contracting processes; ensures that assigned functions comply with Joint Commission on the Accreditation of Hospitals (JCAHO) standards as well as the requirements of other regulatory agencies.
8. Manages and directs ongoing contract administration activities; provides senior management oversight of day-to-day purchasing and warehouse functions; reviews and approves new term agreements and blanket purchase orders if applicable; promotes the standardization of equipment and supplies whenever possible.
9. Oversees the development and implementation of computerized procurement processes to achieve maximum efficiency; oversees and develops systems and processes to maximize information security, safety, environmental hazard control, financial accountability and other related areas.
10. Responds to concerns and/or complaints from patients, the public, medical staff, and/or other hospital managers pertaining to assigned areas in order to maintain positive customer relations; researches and investigates issues; prepares written or oral responses as needed.
11. Represents assigned areas to other hospital divisions, other County departments, and external agencies to coordinate activities, identify issues, resolve problems and share information; confers with hospital executive, management, clinical and other personnel to resolve procurement issues; participates in organizational strategic planning activities; serves on committees and task forces to address specific issues and/or represent the department as assigned; attends meetings and conferences as assigned.
12. Prepares and administers assigned budgets; monitors, evaluates and approves operational expenditures within limits of authority; analyzes staffing needs; performs cost/benefit analyses as appropriate; plans and estimates future costs including capital expenditures as appropriate; justifies requests for new equipment and personnel.
13. Conducts meetings and gives presentations.
14. Conducts special studies and projects as assigned; researches and analyzes information; prepares statistical and narrative reports and documents as needed.
15. Performs other duties as assigned.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge, Skills and Abilities

Thorough knowledge of:

1. Typical hospital contracting and materials management processes.

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2. The methods employed in the preparation of bid specifications, bid analysis and contract negotiation/development.
3. The applicable laws, regulations, requirements, standards and practices pertaining to hospital purchasing and materials management, including the Joint Commission on Accreditation of Hospital Organizations (JCAHO) requirements and standards.
4. Principles and practices of business administration, including personnel management, planning and organizing work, delegating authority, motivating subordinates, appraising performance and administering discipline.
5. Methods of administrative problem solving and the implementation of effective solutions.
6. Methods of strategic planning and goal setting.
7. Methods of quality control and quality improvement in a health care administrative setting.
8. Modern hospital needs in the areas of supplies, equipment, materials and services.

Working knowledge of:

1. Procurement management pertaining to capital improvement projects.
2. Computer-based business applications, including those commonly used to support hospital purchasing and materials management functions.
3. Standard billing, reimbursement and insurance practices common to the health care industry, including those pertaining to Medi-Cal and Medicare.

Some knowledge of:

1. Typical acute care hospital practices and routines.

Skill and ability to:

1. Plan, organize, direct, staff and control the contracting, procurement and warehousing services in an acute care hospital environment.
2. Develop specifications and contracts; negotiate with vendors and evaluate vendor performance.
3. Manage and supervise the work of others, directly and through subordinate managers and supervisors; appraise performance; counsel and train employees; determine and implement disciplinary actions as necessary.
4. Develop and implement effective purchasing and materials management policies and procedures.
5. Evaluate the quality and effectiveness of procurement and materials management programs, activities and services and make necessary improvements.
6. Understand, interpret and apply laws, rules, regulations and policies related to hospital procurement and general administration.
7. Collect, interpret and evaluate narrative and statistical data pertaining to administrative functions; prepare complex reports, memoranda and other written materials.
8. Establish and control an operating budget.
9. Utilize standard business equipment, including computer hardware and software.
10. Analyze and resolve problems and complaints.

11. Communicate clearly and concisely, both orally and in writing; effectively present information to groups and individuals.
12. Establish and maintain cooperative working relationships with others including physicians, nurses, administrators, managers, vendors, contractors and vendors.
13. Provide excellent public relations and courteous customer service.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C driver's license or provide suitable transportation that is approved by the appointing authority.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience

Equivalent to six years of increasingly responsible professional purchasing experience in a large institution including at least one year in a management capacity, preferably in an acute care hospital setting.

Education/Training:

Completion of course work from an accredited college or university leading to a bachelor's degree in business administration, public administration, health care administration, finance, accounting, or a related field.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory requirements for this classification include:

1. Ability to sit for extended periods of time at a desk.
2. Ability to move about the office.
3. Ability to frequently lift up to 10 pounds (e.g., books, binders, paperwork).
4. Physical dexterity sufficient to use a computer for preparing documents and communicating electronically.
5. Ability to drive a motor vehicle to meetings at various locations.
6. Ability to see well enough to read standard text and data on an electronic screen of a computer terminal and to read text on papers, books and forms.
7. Ability to hear normal speech, in-person and over the telephone, even in a noisy environment.
8. Ability to orally communicate with people in-person and/or over the telephone, even in a noisy environment.
9. Ability to constantly make decisions and concentrate.

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10. Ability to work in an environment with occasional exposure to grief and death.
11. Ability to work in an environment with occasional risk of exposure to biohazards, infectious organisms and hazardous chemicals.

CLASS HISTORY

Class Code: 14K67
Established Date: February 2008
Revised Date:
Former Title:

CLASS DATA

Job Group: 02
EEO Category: OA
Work Comp. Code: 9043
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Prepared by: CPS

Approved by:

/s/ Janine Bouyea

NMC Human Resources Administrator

09/03/2009

Date