

Spec. Code: 4564(0039)  
Occ. Area: 03  
Work Area: 441  
Prob. Period: 12 mo.  
Prom Line: none  
Effective Date: 04/24/96

## **HEALTH CENTER ADMINISTRATOR**

### Function of Job

Under administrative supervision from a designated administrator, to direct activities, coordinate the work of, and assist in related administrative functions of a health care facility that renders treatment of acute, short-term medical problems to students, staff, and faculty.

### Characteristic Duties and Responsibilities

1. is responsible for the planning, operation, and supervision of health center functions and the coordination of health center activities
2. assists the director in the preparation of budgets and in the development and introduction of policies and procedures for the health center
3. selects and recommends equipment and requisitions supplies
4. interviews and recommends civil service personnel for the health center
5. directs the activities of all civil service personnel in the health center
6. provides liaison between academic and civil service medical personnel in the health center
7. promotes favorable public relations with hospitals and with the community
8. performs other related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) Bachelor's degree in a field related to health care administration (such as hospital administration, business administration, or nursing)

or

- (B) three years of experience in a health care field that included one year of supervisory experience

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2. one year of experience as an assistant administrator in a health care facility

### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the fundamentals of organization and administration
2. knowledge of personnel administration and public relations