

ASSISTANT INSTITUTION ADMINISTRATOR

KIND OF WORK

Institution administration work.

NATURE AND PURPOSE

An employee in this class is responsible for assisting the Administrator of the administration of all non-medical supportive services and programs in a state institution. Work is performed under the general supervision and direction of the Administrator or Superintendent; however, very broad latitude for individual discretion is allowed the employee for execution of state and institution policies as they relate to administration of the institution. In the absence of the Administrator or Superintendent, this employee may function, when designated, as the Acting Administrator in charge of the institution.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists the Administrator or Superintendent in directing all institution services with the exception of direct medical care.

Participates in policy determination conferences concerning institution activities.

Meets with supervisory personnel regarding plans, programs, objectives and procedures.

May direct the fiscal operations of a state institution including maintenance of accounts, budget preparation, control of expenditures and purchase of supplies and equipment.

Advises the Administrator or Superintendent as to the financial planning necessary in program development and planning, fiscal implications and budgetary processes.

May supervise the preparation and coordination of all major budgets in the institution and reviews all applications for federal grants.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

thorough knowledge of modern principles and practices of administrative management.

thorough knowledge of modern principles and practices of business administration, including budgeting and financial planning.

considerable knowledge of the functions, procedures, organization and laws and requirements governing the operation of the Department of Public Welfare, its institutions and the general fields of health services and education.

the practices and procedures related to the clothing, feeding, personal care and programming for institution residents.

institution building operations, maintenance and repair.

Ability to:

interpret statistical and fiscal data, project fiscal implications and translate data into administrative policy projecting for the budgetary and program planning of the institution.

plan and initiate policies and procedures and determine standards and methods of operation.

to establish and maintain effective working relationships within the Department of Public Welfare and other state agencies as well as the institution and the general public.

plan, integrate and evaluate the work of a large number of employees.

work effectively with both professional and non-professional employees.

Est.: 2/21/51
Ckd.: 8/92
Superintendent

T.C.: 6/9/71
Former Title(s): Assistant Hospital