



Job Code: 1687

Grade: 23

HCWR: N

Job Title

Assistant Administrator

Department

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Assistant Administrator for Cook County Health (CCH) will provide administrative coordination, and management support, facilitation, and review in the clinical, business, and financial activities of operational and facilities departments. Works with CCH entities, clinical areas and support departments/units to develop and implement policies and procedures, short-range and long-range goals, objectives and plans. Provides assistance to leadership of system-wide operational department managers, directors and officers that will enroll support, create ownership of goals, and encourage active participation in decisions that impact the hospital. Develops and maintains positive relations with clinical and administrative areas throughout CCH as well as the community leaders. Maintains access to data and files to ensure all aspects of the CCH are in compliance with federal, state, and local regulations and compliance with licensing and accreditation standards.

Typical Duties

- Participates and assist in planning, organization, controlling, and review of activities to ensure standards are consistently followed
- Ensure all operational personnel complete required training and development activities
- Monitor and disseminate operational/environmental metrics/scorecard and develop resolution plans by working closely with administrative, clinical and support department managers/directors.
- Monitors and evaluates department budgets and expenditures and revenues. Explores and evaluates expense control opportunities and cost saving methods in cooperation with system leaders and County requirements
- Assists clinical and support departments in development and of areas such as development of operational plans, achievement of strategic goals and priorities, achievement of affirmative action goals, long range financial and capital improvement plans, organizational development, and managerial effectiveness by providing technical assistance, organizational support, advice and counsel on procedures or protocols.
- Provides business proposals and process improvement plans to the senior management on a variety of policy and procedural matters related to the effective administration systems and for new program development
- Maintains a collaborative relationship with physicians, department providers, administrative, academic & research leaders regarding operational, marketing, and strategic issues.
- Supervises a professional, technical and clerical staff, services as interim supervisor or on-call administrator
- Coordinates the development, implementation and evaluation of a CCH' strategic plan.
- Responsible for the facilitation and coordination of multi-departmental issues, projects and concerns to ensure a comprehensive approach in managing hospital/clinical programs in the



Typical Duties

most effective and efficient way.

- Conducts managerial and organizational review and studies. Reviews department organizational structure recommending reassignments or consolidations of functions as needed.
- Maintain a thorough understanding of all elements of the financial reports. Provide guidance to the physician leadership in understanding and interpreting the reports.

Minimum Qualifications

- Bachelor's degree from accredited college or university
- Seven (7) years of experience working directly for an executive or corporate officer
- Three (3) years of experience in preparing and consolidating budgets for multiple departments.
- Prior experience in an administrative capacity within a Healthcare or Hospital setting
- Prior experience with personnel administration, i.e. maintaining department FMLA and leave records, maintaining compliance training schedules, tracking performance review schedules, maintaining and updating job description library, policy manuals, etc.
- Prior experience collecting data and preparing reports with financial or statistical information
- Prior experience in project management with responsibility for tracking timetables and project status.
- Prior experience dealing with employees at all levels of the organization
- Advanced proficiency in Microsoft Office including Word, Excel, and PowerPoint

Preferred Qualifications

- Master's degree from an accredited college or university
- Prior experience in a supervisor capacity

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Microsoft Office including Word, Excel, and PowerPoint
- Strong interpersonal skills for dealing with Hospital staff at all levels of the organization
- Written and verbal communication for report writing
- Analytical skills, problem solving skills preparing and reconciling budgetary information
- Mathematical skill, describe: statistical skills for preparing reports
- Attention to detail for all reporting and personnel aspects of this position
- Work to deadlines
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Ability to plan, organize, direct and supervise the work of professional and technical staff, engaged in a wide variety of administrative analysis and financial planning.
- Define problems, collect, analyze, interpret and evaluate data.
- Define and select alternatives, establishing rationale for and projecting consequences of decisions and or recommendations.
- Use communication skills and techniques required for gathering, evaluating and transmitting



Knowledge, Skills, Abilities and Other Characteristics

information, for interviewing counseling and instructing, and for organizing and directing group discussions at all functional levels of the CCH

- Responsible for the oversight of continued employee training requirements, safety and quality initiatives
- Ensure that the hospital departments comply with all established policies, procedures and protocol in regard to the patient process, collections and customer service
- Ensure the facility is equipped with the appropriate supplies and materials in which to effectively deliver quality patient care
- Work closely with Human Resources regarding employee related issues, training, and staff development initiatives
- Mediate interdepartmental disputes through conflict resolution; ensures that adequate internal communication formal and otherwise, exists between senior management and departments/units, to avoid conflicts and misunderstandings and to improve the Stroger Hospital operations
- Ensure all functional areas are fully staffed with continuous coverage

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.