



Position Description

INDEX NUMBER: 125.29.1

DATE INITIATED: 3/12/91

DATE REVISED: 4/14/09

IDENTIFICATION:

Title: Manager

Department: Materials Management

Reports To: CFO

Position Status: Salaried Exempt Non-Exempt

SUMMARY

Under the supervision of the Chief Financial Officer provides supervision and direction to Materials department employees. Responsible for oversight of hospital supply chain.

PRINCIPLE ACCOUNTABILITIES

1. Assures the annual preparation of operating budget for Materials Management department is prepared based on sound financial principles. Monitors budget regularly.
2. Supervises personnel directly assigned, including timely annual employee evaluation, recognition, discipline, hiring and firing. Provides instruction and guidance as necessary and assures effective coordination is maintained between Materials Management department and other departments in the hospital.
3. Develops and maintains written policies and procedures for Materials Management department.
4. Assures the Continuing Quality Improvement (CQI) efforts and activities of assigned department are effective and meet hospital expectations. Directs the CQI efforts and activities in Materials Management.
5. As direct supervisor for Materials Management department:
 - a) Supervises the procurement of all supplies (except drugs, lab reagents and food) and equipment for the hospital, including negotiating prime vendor contracts, negotiating with suppliers and contractors, writing product and service specifications and analyzing vendor performance.
 - b) Provides for proper receipt, storage, distribution and accountability for supplies. Establishes inventory levels and reorder points. Establishes cart and PAR levels and provides for regular stocking of these levels in designated storage areas.
 - c) Responsible for the standardization and evaluation of all products, equipment and services as appropriate.
 - d) Responsible for controlling, counting, and reporting of all hospital supply inventories, overseeing the taking of year-end physical inventories.
 - e) Relates directly and through the proper committees with the medical staff concerning all aspects of supply, equipment and property management.
 - f) Participates with the Business Office in determining what items are patient chargeable.
 - g) Establishes and maintains the proper and appropriate professional and ethical relationships with all sales representatives.
 - h) Supports and participates in group purchasing and shared service efforts with other hospitals and related health facilities.

QUALIFICATIONS

1. An associate degree and/or baccalaureate degree is highly desirable.
2. Five years supply chain experience in a healthcare setting preferred.
3. Requires a working knowledge of purchasing administration and techniques, business ethics, business math, logistics and reprocessing functions.
4. Should be familiar with general management principles in either a hospital or industrial setting.
5. Requires effective negotiation skills, communication skills and the ability to work with people.

LCCH MANAGEMENT STANDARDS

1. Ability to define customers and establish department specific customer service standards (within the organization's framework). Trains employees to these specific standards and measures performance against those standards on an on-going basis.



Department: Materials Management

Job Title: Manager

Index # 125.29.1

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
		x		Walking
		x		Sitting/Standing
		x		Reaching: Shoulder height
		x		Above shoulder height
		x		Below shoulder height
	x			Climbing
		x		Pulling/Pushing: 25 pounds or less
	x			25 to 50 pounds
	x			Over 50 pounds
		x		Lifting: 25 pounds or less
	x			25 to 50 pounds
	x			Over 50 pounds
		x		Carrying: 25 pounds or less
		x		25 to 50 pounds
	x			Over 50 pounds
	x			Crawling/Kneeling
	x			Bending/Stooping/Crouching
		x		Twisting/Turning
		x		Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

Unprotected heights X

Lighting: Bright

Dim

Mechanical hazards

Hazardous substances

Infectious diseases

Harmful physical agents:

Heat/Cold

Noise

Ionizing/non-ionizing radiation

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

 Good X Correctable Blind

 X Normal Impaired

 X Normal Moderate Loss Deaf

 X Good Fair Fair

 X Good Fair Mute

Vision
Color Vision
Hearing
Manual Dexterity
Talking/Speech