

Minimum Qualification Specifications
for the Class:CLINIC MANAGER

Education: Bachelor's degree from an accredited four (4) year college or university.

A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or related field.

Experience Requirement:

Specialized Experience: Two (2) years of professional work experience in administrative, supervisory, or consultative work in a hospital/clinic administration involving fiscal matters, principles and practices of a clinic operation; budget formulation and justification; personnel management; hospital or allied medical care facility procedures; and various medical assistance programs.

Supervisory Experience: One (1) year of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Substitution: A Master's degree in health care, hospital administration, public health administration, business administration, social work or nursing may substitute for one (1) year of specialized experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the class, CLINIC MANAGER to include substitution of specialized experience, effective August 6, 2014.

This is the first minimum qualification specifications for the class, CLINIC MANAGER.

DATE APPROVED: August 6, 2014

CLIFFORD B. CAESAR
Director of Human Resources