

Class Specifications
for the class:CLINIC SUPERVISOR
SR-17; BU:04Duties Summary:

Supervises and coordinates the activities of a medical and/or surgical clinic; recommends changes in management policies and procedures and performs other duties as required.

Distinguishing Characteristics:

The Clinic Supervisor class is distinguished by its responsibility for supervising a multitude of programs for a medical/surgical clinic which is complex by nature due to the planning and coordination of activities to provide services to the community. The Clinic Supervisor coordinates a mixture of staff which include professional, para professional and clerical support staff positions.

The incumbent of this position works under the general direction of Regional Chief Executive Officer; Chief Medical Officer, Physician Practice Director or designee. Supervisory assistance is limited to unusual circumstances.

Examples of Duties:

Organizes, coordinates and supervises various programs of clinical services and activities for a medical and/or surgical clinic; maintains clinic operation polices and procedures; recommends solutions to problems and changes to policies for more efficient and economical clinic operations; responsible for the preparation and expenditure control of the clinic budget; inventory maintenance and control; prepares reports as assigned; and initiates and maintains good relationships with the public and community organizations.

Knowledge of: Principles and practices of supervision; personnel administration; cost accounting methods and systems; governmental organizations and functions; budget preparation and control; public relations; purchasing and storage methods.

Ability to: Interpret and apply laws, rules, regulations and policies; secure and analyze facts and data and make decisions; develop policies and procedures; analyze financial statements and reports; prepare reports; maintain cooperative working relationships; meet and deal effectively with the public.

This is an amendment to the class specifications for the class, CLINIC SUPERVISOR, to add supervision over this class, effective March 18, 2011.

This is the first class specifications for the class, CLINIC SUPERVISOR.

DATE APPROVED: March 18, 2011

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VP/Director of Human Resources