

Career Service Authority

Director of Pharmacies

Revised Date

Revised By

FLSA Code

Est. Date

Monika S. MacRossie

Exempt

09/16/95

General Statement of Duties

Manages the pharmacies of the Department of Health and Hospitals. Coordinates a wide variety of administrative, fiscal and planning activities to ensure the efficient operation of the department.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Directs, coordinates and supervises all pharmacy related activities for the Department of Health and Hospitals including the purchasing, receiving, storing, compounding and dispensing of medication.
 - *Knowledge of pharmacology and management techniques common to the pharmacy sufficient to be able to supervise and direct all activities in the hospital pharmacy.*
2. Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.
 - *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
3. Serves on boards and committees relating to pharmaceutical issues.
 - *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
4. Attends a variety of meetings to ensure coordination with other entities, resolves implementation problems, and acts as chief spokesperson to groups directly affected by the administrative activities.

- *Skill in communicating and establishing effective working relationships with other employees, organizations and the public.*
- 5. Coordinates the hospital's pharmaceutical research efforts with outside pharmacy researchers.
 - *Skill in identifying areas in which research is needed and developing and coordinating from a pharmacy prospective.*
- 6. Delegate's responsibility and authority to subordinate supervisors and staff.
 - *Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel.*
- 7. Supervises the maintenance of department records, reports and files.
 - *Skill in organizing and maintaining departmental records and reports.*
- 8. Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.
 - *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish division objectives.*
- 9. Determines the priorities, goals and objectives of the division or work functions assigned.
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
- 10. Directs the development of performance evaluation standards for function managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs..*
- 11. Initiates disciplinary action for employees when necessary and assists lower level supervisors as required.
 - *Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
- 12. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed; however, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Supervises two or more second level supervisors.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined. Requires creativity and ingenuity in devising criteria, techniques, and methodologies for approaching previously unexplored or unresolved problems or situations. Work assignment is generally unstructured and employee is responsible for supervising a variety of units involved in complex and non-standardized tasks in which several projects may be pursued concurrently. Duties performed involve many factors to be evaluated and weighed, requiring a high degree of analytical ability, judgment, and decision making. Work may be reviewed for soundness of judgment and conclusions by an agency manager.

Interpersonal Communications

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization.

Physical Demands

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus...

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Working Conditions

Pressure due to multiple calls and inquiries

Subject to long irregular hours

Subject to many interruptions

Subject to varying and unpredictable situations

Minimum Education

Master's Degree in Pharmacology or equivalent.

Minimum Experience

Three years of supervisory experience in a hospital pharmacy.

Licensure and Certification

Possession of a valid State of Colorado Pharmacist's License at the time of application.