



**TYPICAL DUTIES THAT MAY BE PERFORMED:** The reverse side of this page should be used to list primary duties.

**XXXXXXXXXXXX Hospital District**

**Job Description**

**TYPICAL DUTIES THAT MAY BE PERFORMED:** (List all duties requiring 5% or more of time on an average week)

1. Project Management for pharmacy technology initiatives
2. Coordination of vendor related activities, to include support, purchases, and contract execution.
3. Sets direction for short term and long-term pharmacy initiatives.
4. Develops and maintains accountability system for IT pharmacy services
5. Serves as a liaison between IT, medical, nursing, and allied health staff and the department concerning IT issues
6. Ensures proper fiscal management of all information systems, and technology initiatives.
7. Attends all necessary meetings and conferences relative to Information Technology or Pharmacy Technologies.
8. Management of application support initiatives or administrative support initiatives that impact pharmacy operations.
9. Work with users and administration to resolve IT related issues
10. Communicate direction and goals to HCHD staff members
11. Represents pharmacy department for District technology initiatives

**XXXXXXXXXXXXX Hospital District  
JOB ACTIVITIES AND PHYSICAL DESCRIPTION OF JOB**

**JOB TITLE:** Operations Manager **CLASS CODE:** 200  
**WORK PLACE:** Pharmacy-IT

(Please check appropriate response)		NEVER (<10%)	OCCASIONAL (10% - 30%)	FREQUENT (31% - 60%)	CONTINUOUS (61% - 100%)
LIFTING/CARRYING	1-10 pounds			X	
	11-20 pounds		X		
	21-40 pounds		X		
	41-60 pounds		X		
PUSHING/PULLING	21-40 pounds		X		
	41-60 pounds		X		
	61 or more pounds		X		
BENDING/STOOPING			X		
READING ABOVE SHOULDER LEVEL		X			
DRIVING AUTOMATIC EQUIPMENT			X		
WORKING WITH HEAVY MACHINERY		X			
CLIMBING				X	
WALKING				X	
STANDING				X	
SITTING				X	
WORKING IN EXTREME TEMPERATURES			X		
EXPOSURE TO TOXIC/HAZARDOUS CONDITIONS		X			

SENSORY REQUIREMENTS		YES	NO	COMMENTS
VISUAL ACTIVITY:	CLOSE PAPER WORK	X		
	VISUAL DISPLAY TERMINAL	X		
	COLOR VISION REQUIRED	X		
	VISUAL MONOTONY		X	
HEARING ACTIVITY:	CONVERSATION	X		
	MONITORING TELEPHONE EQUIPMENT		X	
	TELEPHONE TRANSCRIPTION	X		
	BACKGROUND NOISE		X	
SENSORY DISCRIMINATION(HOT/COLD/SHARP/DULL)		X		

**ADDITIONAL COMMENTS:**

**XXXXXXXXXXXX Hospital District**  
**Job Description**

***JOB DESCRIPTION CONTINUATION:*** (Additional job duties and/or additional comments)

**XXXXXXXXXXXX HOSPITAL DISTRICT  
JOB ADDENDUM**

**POSITION TITLE:** Operations Manager-IT

**DATE:**  
**02/05/05**

**DEPARTMENT:** Pharmacy

RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
<p>1.Productivity/Organizational Skills: Employee's work yields results that are beneficial to department operations and meets departmental standards. Systematically organizes job functions by planning. Adheres to deadlines. Achieves productivity as outlined in job description.</p>	10	<p><b><u>OUTSTANDING:</u></b> Employee's performance consistently exceeds expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's performance sometimes exceeds expected level of productivity outlined in job description</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's performance meets expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's performance sometimes does not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's performance consistently does not meet expected level outlined in job description.</p>	<p>Observation by supervisor via weekly meetings to set direction for the Department of Pharmacy and to provide progress reports of various initiatives and projects.</p>
<p>2. Interpersonal Skills: Employee's working relationship and personal conduct with employee, supervisor and guests meets departmental standards; communicates effectively both verbally and in writing</p>	10	<p><b><u>OUTSTANDING:</u></b> Employee's interpersonal skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's interpersonal skills exceed expected level of productivity outlined in job description</p>	<p>Observation by supervisor via departmental and intradepartmental meetings, proposals, projects and presentations.</p>

**POSITION TITLE:** Operations Manager-IT

**DATE:**  
02/05/05

**DEPARTMENT:** Pharmacy

RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
		<p><b><u>MEETS EXPECTATION:</u></b> Employee's interpersonal skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's interpersonal skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's interpersonal skills consistently do not meet expected level outlined in job description.</p>	
3. Resource Utilization/Cost Containment: Employee adheres to Departmental and Institutional internal controls. Employee's work practices reflect effective and efficient use of time and material resources	10	<p><b><u>OUTSTANDING:</u></b> Employee's Resource Utilization/Cost Containment skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Resource Utilization/Cost Containment skills sometimes exceed expected level of productivity outlined in job description</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's Resource Utilization/Cost Containment skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Resource Utilization/Cost Containment skills sometimes do not meet expected level outlined in job description.</p>	Observation by director and/or designee of monthly financial reports of salaries/FTEs, services and supplies. Resources utilization is also measured by evaluation of annual budget submissions.

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RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
		<p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Resource Utilization/Cost Containment skills consistently do not meet expected level outlined in job description.</p>	
<p>4. Dependability: Employee understands and performs job as defined in employee's job description.</p>	<p>10</p>	<p><b><u>OUTSTANDING:</u></b> Employee's Dependability skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Dependability skills sometimes exceed expected level of productivity outlined in job description</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's Dependability skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Dependability skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Dependability skills consistently do not meet expected level outlined in job description.</p>	<p>Observation by supervisor via weekly meetings to set direction for the Department of Pharmacy and to provide progress reports of various initiatives and projects.</p>
<p>5. Initiative/Creativity/Adaptability: Employee demonstrates ability to begin action to accomplish tasks as outlined in job description; utilizes creativity and flexibility to accomplish task; adjust reacts positively to changes in work environment and assignments</p>	<p>10</p>	<p><b><u>OUTSTANDING:</u></b> Employee's Initiative/Creativity/Adaptability skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Initiative/Creativity/Adaptability skills sometimes exceed expected level of productivity outlined in job description</p>	<p>Observation by supervisor via bi- weekly meetings to set direction for the Pharmacy IT group and to provide progress reports of various initiatives and projects</p>

**POSITION TITLE:** Operations Manager-IT

**DATE:**  
02/05/05

**DEPARTMENT:** Pharmacy

RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
		<p><b><u>MEETS EXPECTATION:</u></b> Employee's Initiative/Creativity/Adaptability skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Initiative/Creativity/Adaptability skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Initiative/Creativity/Adaptability skills consistently do not meet expected level outlined in job description.</p>	
<p>6. Team Building/Leadership: the employee is able to get subordinates to willingly and well the duties needed to be accomplished. The subordinates get the work done with a high degree of morale and satisfaction. The employee functions consistently and effectively in an objective and rational manner regardless of pressure.</p>	<p>10</p>	<p><b><u>OUTSTANDING:</u></b> Employee's Team Building/Leadership skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Team Building/Leadership skills sometimes exceed expected level of productivity outlined in job description</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's Team Building/Leadership skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Team Building/Leadership skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Team Building/Leadership skills consistently do not meet expected level outlined in job description.</p>	<p>Observation by supervisor via bi- weekly meetings to set direction for the PHARMACY IT GROUP and to provide progress reports of various initiatives and projects.</p>

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RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
7. Attendance	5	<p><b><u>OUTSTANDING:</u></b> Employee's Attendance consistently exceeds expected level as outlined in job description and addendum</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Attendance sometimes exceeds expected level as outlined in job description and addendum</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's Attendance meets expected level as outlined in job description and addendum</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Attendance sometimes does not meet expected level as outlined in job description and addendum</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Attendance consistently does not meet expected level as outlined in job description and addendum</p>	Observation by supervisor via bi- weekly meetings to set direction for the PHARMACY IT GROUP and to provide progress reports of various initiatives and projects.
8. Operations Management: -Sets direction for short term and long-term pharmacy initiatives. -Develops and maintains accountability system for IT pharmacy services -Ensures proper fiscal management of all information systems, and technology initiatives.	10	<p><b><u>OUTSTANDING:</u></b> Employee's Operations Management skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Operations Management skills sometimes exceed expected level of productivity outlined in job description</p>	Observation by supervisor via bi- weekly meetings to set direction related to Pharmacy Technologies and to provide progress reports of various initiatives and projects.

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**DEPARTMENT:** Pharmacy

RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
<ul style="list-style-type: none"> <li>- Represents pharmacy department for District technology initiatives</li> <li>- Communicate direction and goals to HCHD staff members</li> </ul>		<p><b><u>MEETS EXPECTATION:</u></b> Employee's Operations Management skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Operations Management skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Operations Management skills consistently do not meet expected level outlined in job description.</p>	
<p>9. Project Management:</p> <ul style="list-style-type: none"> <li>- Project Management for pharmacy technology initiatives</li> <li>- Coordination of vendor related activities, to include support, purchases, and contract execution.</li> <li>- Management of application support initiatives or administrative support initiatives that impact pharmacy operations.</li> <li>- Work with users and administration to resolve IT related issues</li> <li>-Serves as a liaison between IT, medical, nursing, and allied health staff and the department concerning IT issues</li> </ul>	10	<p><b><u>OUTSTANDING:</u></b> Employee's Project Management skills consistently exceed expected level of productivity outlined in job description.</p> <p><b><u>EXCEPTIONAL:</u></b> Employee's Project Management skills sometimes exceed expected level of productivity outlined in job description</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's Project Management skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Project Management skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Project Management skills consistently do not meet expected level outlined in job description.</p>	<p>Observation by supervisor via bi- weekly meetings to set direction for the PHARMACY IT GROUP and to provide progress reports of various initiatives and projects.</p>

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<b>RESPONSIBILITIES</b>	<b>WEIGHT</b>	<b>PERFORMANCE STANDARD</b>	<b>MEASUREMENT METHODOLOGY</b>
10. Pharmacy Technology Daily Management: -Uses Pharmacy and Technology skills to help users solve technology related problems. -Reviews pharmacy technologies and provides feedback and guidance to HCHD staff -Ensures timely completion of pharmacy related initiatives -Ensure Pharmacy IT staff as necessary addresses issues.	10	<b>OUTSTANDING:</b> Employee's Pharmacy Technology Daily Management skills consistently exceed expected level of productivity outlined in job description. <b>EXCEPTIONAL:</b> Employee's Pharmacy Technology Daily Management skills sometimes exceed expected level of productivity outlined in job description <b>MEETS EXPECTATION:</b> Employee's Pharmacy Technology Daily Management skills meet expected level of productivity outlined in job description <b>NEED IMPROVEMENT:</b> Employee's Pharmacy Technology Daily Management skills sometimes do not meet expected level outlined in job description. <b>REPEATED SUBSTANDARD:</b> Employee's Pharmacy Technology Daily Management skills consistently do not meet expected level outlined in job description.	Observation by supervisor via weekly meetings to set direction for the Department of Pharmacy and to provide progress reports of various initiatives and projects.
11. Professional Leadership: Presents posters and/or verbal presentations on topics of interest to professional organizations; and/or publishes	5	<b>OUTSTANDING:</b> Employee's Professional Leadership skills consistently exceed expected level of productivity outlined in job description.	Observation of written and/or oral publications. Evidence of participation in Local, State, and National pharmacy organizations. Evidence of recognition for service and achievements in professional organizations.

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RESPONSIBILITIES	WEIGHT	PERFORMANCE STANDARD	MEASUREMENT METHODOLOGY
articles in the professional literature; and/or writes and obtains funding for research proposals; and/or is active in the leadership of professional organizations at the local, state or national level.	5	<p><b><u>EXCEPTIONAL:</u></b> Employee's Professional Leadership skills sometimes exceed expected level of productivity outlined in job description</p> <p><b><u>MEETS EXPECTATION:</u></b> Employee's Professional Leadership skills meet expected level of productivity outlined in job description</p> <p><b><u>NEED IMPROVEMENT:</u></b> Employee's Professional Leadership skills sometimes do not meet expected level outlined in job description.</p> <p><b><u>REPEATED SUBSTANDARD:</u></b> Employee's Professional Leadership skills consistently do not meet expected level outlined in job description.</p>	