

PACIFIC RETIREMENT SERVICES
Saratoga Retirement Community
JOB DESCRIPTION

Department: Administration

Incumbent:

Position: **Executive Administrator**

Reports to: Executive VP Operations

In the following job description:

E = Essential job duty

N = Non-essential job duty

POSITION PURPOSE:

Directs and coordinates the activities of Saratoga Retirement Community toward the achievement of established objectives. Is accountable for the operations of organizational units, providing operational guidance to the department directors in charge of operational functions and analyzing and appraising the effectiveness of their operation.

SPECIFIC RESPONSIBILITIES:

Internal Operations and Residents Services

- E Direct and coordinate the development and implementation of departmental programs through appropriate supervisory staff.
- E Participate in and supervise the development of facility policies and related procedures.
- E Monitor and evaluate program effectiveness.
- E Conduct or arrange for staff meetings as appropriate to facilitate good communication flow and problem identification.
- E Appoint, monitor, and participate in professional and other committees as necessary and as directed.
- E Develop and implement defined programs of internal communication.
- E Ensure staffing adequacy and monitor personnel placement.
- E Monitor and evaluate staff and consultant performance.
- E Uphold Board of Trustees, Corporate CEO, and Executive Vice President Operation's philosophies and objectives.
- E Monitor programs of health and safety for residents and staff.

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- E Ensure the overall delivery of quality health care to the residents.
- E Design and implement mechanisms to protect patient rights and enforce such mechanisms.
- E Provide for staff educational opportunities, orientation, and ongoing in service.

Financial Management

- E Participate in preparing, presenting and implementing effective operating budgets for the organization under the supervision and approval of the Executive VP Operations.
- E Assist in providing acceptable financial reporting systems to accurately portray the economic position of the facility and to serve as a management.
- E Generally assist in controlling the fiscal programs, ensuring a solid financial position.
- E Assist and advise in necessary audits and accounting functions.
- E Develop programs to meet the changing health care needs of the community population.

Industrial and Community Relations

- E Participate in community activities and organizations as appropriate.
- E Maintain professional association affiliations and participate within association programs.
- E Develop and implement communication processes to disseminate and obtain information throughout the local, professional, and industrial community.
- E Be responsive to community concerns and input, advising the Exec. VP Operations when necessary.
- E Display at all times a caring and professional attitude to the public.

Legal Conformity and Governmental Compliance

- E Develop, implement and monitor programs to ensure compliance with all governmental operating guidelines.
- E Obtain and keep current all necessary licenses, permits, and certificates as required.

E Ensure that all facility policies, procedures, and actions do not contradict operating regulations, federal, state or local laws.

E Participate in and respond to all governmental surveys and inspections.

Reporting and Research

E Undertake research tasks to provide data when necessary.

E Report to the Exec. VP Operations all areas of concern as appropriate and maintain open communication lines.

N Special projects as assigned.

JOB SPECIFICATIONS:

Hours:

This executive exempt position is full time, requiring a minimum average of forty (40) hours per week. Work hours shall remain flexible to meet the needs of the facility, its staff, operations, and community/industrial involvement.

Knowledge:

Must be experienced in facility operations, financial management, regulatory compliance, and program development (E). This position requires significant advanced knowledge of the health care or related field including an understanding of the theoretical basis of that field and some general knowledge of related fields, usually the result of a minimum of four (4) years of college) a degree and/or several years 10 - 15 years of experience in designated field (E). Must have a current Health Care Administrator license.

Independent Judgement:

Works toward broad goals as defined by the Executive VP Operations and the Board of Trustees. Incumbent determines operating policies and procedures for review by the Executive VP Operations. (E) Executive VP Operations reviews accomplishment of objectives. The planning focus is generally a two (2) to five (5) year plan.

Relations with Others:

Job role requires substantive interaction with Board of Trustees, department directors, residents, resident families and volunteers, plus structured communication with residents and constituent groups concerning matters of importance to the organization. Requires a high level of tact, persuasion, judgement and timing.

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Working Conditions:

Majority of work is sedentary. Some walking, bending, stooping, twisting, reaching and handling (E).
Occasional light lifting up to 35 lbs. (N)

Blood Borne Job Classification:

Category III

Impact of Actions:

Controls areas of the organization which have a major effect on its financial welfare as well as the training, staffing, public relations, budgeting and internal relations.

Supervisory Responsibilities:

Is fully accountable for the results of the organization. (E).