

LAKE SHORE HOSPITAL AUTHORITY

POSITION DESCRIPTION

Now the position is full time or part time.
The salary is anybody's guess

POSITION TITLE: Authority Manager of Lake Shore Hospital Authority

JOB STATUS: Salaried Part-Time (3 days/week)
OR Full-Time (5 days/week)

REPORTING RELATIONSHIP: Chairman and Trustees

COMPENSATION: Salary & Benefits: Commensurate to Time & Work Experience, Health Insurance, FRS (Senior Management Class), Paid holidays, vacation

REPORTING RELATIONSHIP:

In carrying out his/her day-to-day duties, the Manager reports directly to the Chairperson and Trustees of the Lake Shore Hospital Authority (LSHA). The individual shall be given sufficient authority to carry out his or her responsibilities.

And of course, a college degree is now optional. (see last page)

JOB SUMMARY:

The primary function of the Manager of the LSHA is the administration of the Authority in accordance with the Legislative Act, Charter, and the policies established by the Board of Trustees. This individual is responsible for coordinating administrative related projects and activities between the District and Shands at Lake Shore, Inc., agencies receiving funding, especially their chief executive officers, the public, taxpayers, and the media. This position is initially programmed to work three days per week for an initial 12-month term. There is no assurance that the position will be continued beyond those terms.

RESPONSIBILITIES:

A. Administrative

1. Assists the Trustees in the administrative management functions relating to the Authority office, including supervision of all Authority employees.
2. Confers with Board Members and appropriate administrative leaders of the various agencies to determine subjects of and for Board interest.
3. Interfaces with the Trustees, Public, and State and Federal Legislators, as necessary and maintains confidentiality where appropriate.
4. Interacts with the Chairperson of the Board, other Trustees and Attorneys and Accountants to provide requested information.

Position Description - Authority Manager
Page 2

5. Supervises Authority employees, including development of position description and policies and procedures to maximize public services.
6. Monitors organizational compliance with Public and Governmental Rules and Regulations. This includes supervision of, preparation and publication of all public notices, all governmental required budgetary compliance certifications and records maintenance.
7. Supervises preparation of agendas in cooperation with the Chairperson, supervises preparation of all advance meeting materials and attends all Authority meetings.
8. Coordinates meetings for the various Authority appointed committees in conjunction with their respective Chairpersons.
9. Coordinates the implementation of Authority decisions and policies. Monitors and updates policies and procedures of the LSHA Administrative Office. Updates and implements revisions to the Policy and Procedures Manual.
10. Provide administrative overview of Authority-owned properties, including maintenance and leasing issues.
11. Develops priorities and coordinates all activities of the Authority as directed by the Chairperson and performs additional administrative duties as assigned by the Chairperson.
12. Coordinates with Shands officials all maintenance and renovations projects at the Hospital facility authorized by the Authority.
13. Reviews and monitors preventative maintenance program administered by Shands to leased facility.
14. Coordinates development and implementation of health care facilities master plan in cooperation with Shands officials.
15. Recommends and implements projects as they support the LSHA strategic plan; oversees renovation and new construction projects; and interface with engineers, consultants, architects, and contractors as necessary.
16. Actively reviews and recommends updates to the LSHA strategic plan.

B. Financial

1. Provides administrative support in preparation of the annual Authority budget, including the coordination of the budgeting process.

2. Analyzes funding applications, recommends annual grant amounts and establishes a schedule to review such agencies' operations and the audit of their financial statements.
3. Supervision of LSHA's disbursement process. The Manager is responsible for overseeing Authority funds and reviewing reconciliations of the various checking accounts.
4. Seeks grant funding opportunities and supervises preparation of grant applications to further Authority's goals.
5. Monitors Authority investments; reviews monthly financial reports to the Board.

EDUCATIONAL REQUIREMENTS:

A Bachelor's Degree from an accredited university or college is preferred.

EXPERIENCE:

A minimum of ten (10) years administrative and supervisory experience in a Healthcare or Business office atmosphere is required.

Knowledge of Public and Governmental reporting procedures and Sunshine Law and Public Records laws is required.

Knowledge of Florida local government operating laws and requirements is required.

TO BE CONSIDERED:

One original and ten (10) copies of resume and accompanying documents shall be delivered to the LSHA Chairman, 259 N.E. Franklin St., Suite. 102, Lake City, FL 32055 for receipt no later than Feb. 4, 2010 at 3:00 p.m. Sealed envelopes must be clearly marked "Authority Manager Position - Lake Shore Hospital Authority".

Proposal submitted will be evaluated by a Review Committee.