

## Chief Operating Officer Job Description

<b>Job Title</b> – Chief Operating Officer	<b>Reports to:</b> Chief Executive Officer
<b>Job Code-</b>	<b>Overtime Status:</b> <input checked="" type="checkbox"/> <b>Exempt (not eligible)</b> <input type="checkbox"/> <b>Non-Exempt(eligible)</b>
<b>Department</b> – Executive	<b>Prepared by:</b> _____ <b>Date:</b> _____
<b>Facility -</b>	<b>Approved by:</b> _____ <b>Date:</b> _____
<p><b>Job Summary</b></p> <p>The incumbent will be responsible for the day-to-day activities in the hospital. The incumbent provides leadership, direction, coordination, and administration to the staff. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>	
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Director of Patient Administration</li> <li>• Director of Environmental Services</li> <li>• Food Service Manager</li> <li>• Chief HR Officer</li> <li>• chief legal counsel</li> <li>• Manager of Volunteers</li> </ul>	
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Oversees operations of non-patient hospital operations</li> <li>• Oversees hospital policies and procedures</li> <li>• Develops strategic organizational goals of hospital</li> <li>• Provides leadership to senior staff</li> <li>• Coordinates senior staff meetings</li> <li>• Conducts annual quality assessment of hospital</li> <li>• Balances yearly fiscal budget as well as prepares long term planning of hospital</li> <li>• Completes and delivers yearly performance reviews of operation officers/managers</li> </ul>	
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attends senior staff meetings</li> <li>• Attends staff meetings</li> </ul>	
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in Health Care Administration, Human Resources or equivalent</li> <li>• Graduate of accredited medical school preferred</li> <li>• State Licensed physician</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Required - 5 years</b> experience in health care environment in senior leadership position</li> <li>• <b>Preferred - 7 years</b> experience in health care environment in senior leadership position</li> </ul>	
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, Project, and Access</li> <li>• Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>	
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External- Patients, Providers, Vendors, Community agencies, and advocates and Regulatory agencies</p>	
<p><b>Physical, Mental Demands/Working Environment</b></p> <p><i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>	

Chief Legal Counsel Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
	Turn				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
	Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
	More than 100 pounds				
Body Fluid Exposure	No		Yes <u>XX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
	Influence People	X	Relate to Others		X
Working Environment	YES		YES		
	Indoor	X	Loud Noise		X
	Outdoor		Fumes		
	High Temperatures		Confined Areas		X
	Low Temperatures		Radiation Area		

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature