

President and Chief Executive Officer
Hackensack University Medical Center
Hackensack, NJ, 07601

Duties and Responsibilities

Job Summary and Responsibilities:

The President and Chief Executive Officer provides visionary and strategic leadership to HackensackUMC. As President and Chief Executive Officer, he/she is responsible for directing the organization with the objective of providing the highest level of quality care; establishing current and long-range objectives, plans, programs, and policies subject to the approval of the Board of Directors; and representing the hospital with the community, healthcare industry and donors. The President and Chief Executive Officer is also responsible for directing strategic network growth through mergers, acquisitions, joint ventures, and creative partnerships with health systems, hospitals, ambulatory centers and physicians.

1. Develops the basic objectives, policies and operating plans for the hospital; submits these to the Board of Directors for approval. Insures that organizational policies are uniformly understood and properly interpreted and administered by subordinates; reviews and approves proposed internal policies and protocols.
2. Insures that adequate plans for future development and growth of the organization are prepared, and participates in their preparation; periodically presents such plans for general review and approval by the Board of Directors. Presents proposed operating and capital expenditure budgets for review and approval by the Board of Directors.
3. Plans and directs all investigations and negotiations pertaining to the development of new programs. Takes necessary actions to protect and manage risk that would significantly impact the hospital. Represents the hospital in its relationships with major donors, payors, competitors, government agencies, professional societies and similar groups.
4. Provides leadership for the implementation of the network-wide strategic plan, including the growth of the Hackensack University Health Network through joint ventures, affiliations, and partnership arrangements; as well as the leadership for the subsequent operational alignment of all entities.
5. Insures the adequacy and soundness of the hospital's financial structure. Negotiates and arranges for any outside financing that may be indicated.
6. Prescribes the specific limitations of authority of subordinates regarding policies, protocols, programs, contractual commitments, expenditures, and personnel

actions. Reviews and approves the appointment, employment, transfer or termination of all key executives. Resolves any conflicts arising between departments, staff units, and other groups under immediate supervision.

Essential Position Specific Functions:

The President, who shall be chosen by and serve at the pleasure of the Board of Governors with the approval of the Members, shall be the Chief Executive Officer of the Medical Center. The duties and responsibilities of the President and Chief Executive Officer are noted as follows, but may not necessarily be limited to those noted:

1. He/she shall be an ex-officio member of all committees except the Nominating Committee, and shall not vote except as an ex-officio Governor and member of the Executive Committee.
2. He/she shall be the Board of Governors' representative in the management of the Medical Center.
3. He/she shall be given the necessary authority and responsibility to operate the Medical Center in all its activities and departments, subject only to such policies as may be issued by the Member, the Board or by any of its committees to which it has delegated power for such action.
4. He/she is responsible for future business development including the identification of network opportunities throughout the service area to drive new revenue opportunities and to enhance the ability of the organization to serve the needs of the region.
5. He/she shall serve as Joint Venture Boards Liaison with reserved executive powers over joint venture CEOs to provide direction and support to ensure optimal functioning and alignment throughout the health network.
6. He/she shall collaborate with CEOs from clinical affiliations to maximize the highest quality care rendered to all patients.
7. He/she shall act as the duly authorized representative of the governing Board in all matters in which the governing Board has not formerly designated some other person to so act.

The authority and responsibility of the Chief Executive Officer shall include:

- a. Carrying out all policies established by the governing Board and advising on the formation of these policies.
- b. Developing and submitting to the governing Board for approval, a plan of organization for the conduct of Medical Center operation and recommended

changes when necessary.

c. Submitting to the Treasurer an annual budget.

d. Selecting, employing, controlling and discharging employees and developing and maintaining personnel policies and practices for the Medical Center.

e. Maintaining physical properties in a good and safe state of repair and operating condition.

f. Supervising financial affairs to insure that funds are collected and expended to the best possible advantage.

g. Working continually with other health care professionals to the end that high quality care may be rendered to the patient at all times.

h. Presenting to the governing Board or its authorized committee, periodic reports reflecting the professional services and financial activities of the Medical Center and such specific reports as may be required by the governing Board.

i. Serving as a liaison and channel of communication between the governing Board and any of its committees and the Medical Staff, and assisting the Medical Staff with its organization and medico-administrative problems and responsibilities.

j. Preparing a plan for the achievement of the Medical Center's specific objectives and periodically reviewing and evaluating the plan.

k. Assuring that the Medical Center meets the requirements of various licensing and/or accrediting bodies.

l. Representing the Medical Center in its relationships with other health agencies.

m. Performing other duties that may be necessary or in the best interest of the Medical Center.

n. Recommending to the Board of Governors, the appointment of Vice Presidents to direct the operation of the Medical Center.

o. Signing of contracts.

p. Developing or causing to be developed an information and support system for the Medical Center.

Working Conditions: Education, Knowledge, Skills and Abilities Required:

1. A Master's Degree in Healthcare Administration.

2. At least 10 years progressive experience as COO/Executive VP in a large hospital facility.

3. Strong leadership skills.

4. Strong written and verbal communication skills.

5. Strong financial management skills.

6. Strong strategic planning skills.

7. Knowledge of information technology and management information systems.

8. Must possess the ability to deal tactfully with colleagues, Board of Governors,

personnel, residents, family members, visitors, and the general public. Must possess an understanding of people and a sense of accountability, fairness, and consistency.

Education, Knowledge, Skills and Abilities Preferred:

1. 5 years progressive experience as a CEO in a large hospital facility.

Licenses and Certifications Required:

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Hackensack University Medical Center acknowledges its commitment to the policy for Equal Employment Opportunity by equal consideration of applicants and employees without regard to race, color, creed, national origin, sex, age, gender identity, sexual orientation, mental disability that can be reasonably accommodated without undue hardship or physical handicap, veteran or marital status, sexual orientation or preference, or any other classification protected by law.

Nature of Work

Duration: Full Time, Regular

Normal Work Shifts: First (Day)

Post is open till: 7th January, 2016

Number of Job Openings: 1

Education

Applicants should have a Associates/Some College/Vocational Degree

The following is the application information for this job

Job Order: NJ1066627

OnRamp Job ID: 13193888

Job Title: PRESIDENT AND CHIEF EXECUTIVE OFFICER

Contact

Apply on-line: [http://www.americasjobexchange.com/...](http://www.americasjobexchange.com/)