

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MEDICAL CONTRACT ADMINISTRATOR

<b>JOB CODE: 27400</b>	<b>PAY GRADE: 20</b>	<b>PAY RANGE: \$57,593 - \$92,150</b>
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### GENERAL DESCRIPTION

Under the general direction of the Director of Nursing and Medical Division Administrator the focus of this position is to provide procurement oversight and contract management of clinical services provided to the inmate population. The incumbent in this role coordinates with internal providers while liaising with the contracted healthcare administration provider to ensure contract performance and compliance. Work entails independent judgment and actions utilizing knowledge of health services within the correctional healthcare environment. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Develops, maintains, and evaluates contracts with over 140 local on and offsite specialty service providers; identifies potential new vendors and negotiates new agreements with terms favorable to the PCSO;
- Maintains a database of referral sources for emergency and routine care;
- Evaluates contract spending by analyzing prior year expenses, as well as current and projected contracted services needed; assists in budget development as required;
- Manages blanket purchase agreements by processing payables and receivable for the health division; processes invoices for: rental of medical equipment, purchase of clinical equipment/supplies/pharmaceuticals and diagnostic and specialty provider visits;
- Processes referral approvals and denials, if applicable; communicates contractual terms to current vendors and vendors with no existing agreement;
- Conducts cost analysis for capital equipment and frequently purchased supplies; Budget for product; Purchase new equipment and supplies as indicated.
- Oversees the annual inventory and inspection of medical equipment, assesses equipment lifecycle, and makes recommendations for repair or replacement as determined;
- Coordinates and documents monthly inspection of all Trauma Kits, Emergency Green Bags, Emergency Drug Kits; Replaces expired product;
- Schedules and coordinates annual calibration of medical equipment; coordinates corrective and preventive equipment repairs, tests and verifies equipment operational status;

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- Maintain licenses and/or certifications for Pharmacy, DEA, CLIA, Biohazard, and X-ray machines; Ensure required inspections are scheduled as required;
- Ensures current licensure, certification and/or registration for all clinical students and interns; ensures orientation training is provided as indicated; monitors contractual obligations for the student or intern clinical program;
- Maintains PCSO mandatory training records for all medical administrative staff;
- Represents the division at various inter-agency meetings including Health Service Coordination Meetings with the Pinellas County Health and Human Services, the Department of Health, and EMS;
- Maintains updated reference and protocol manuals and documentation on various internal and external databases;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or other health-related field AND
- Two (2) years' experience in a correctional environment administering contracts, managing projects, or coordinating major procurement
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of laws, rules, and regulations controlling budgetary, fiscal, and contract procedures of local and state government
- Ability to compile, organize and analyze data, create reports, documents and presentations and make recommendations based upon findings
- Knowledge of healthcare and corrections laws, rules and accreditation standards
- Knowledge of healthcare services techniques, practices, and procedures including integrated healthcare service delivery
- Ability to design, develop and format spreadsheets
- Skill in preparing and monitoring complex, technical financial reports
- Detail orientated and critical thinking skills
- Ability to communicate effectively, both orally and in writing
- Self-motivated with the ability to multi-task and problem solve
- Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with members other agencies and the public
- Ability to keep and maintain current licenses/certifications and continuing education requirements necessary for the assignment
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Occasionally lift up to 25 lbs.
- Frequently reach or twist
- Occasionally bend, squat, or kneel