

SAN JOAQUIN GENERAL HOSPITAL

IS RECRUITING FOR:

HOSPITAL MATERIALS MANAGER



SJGH

500 W. Hospital Road
French Camp, CA 95231
Phone: 209-468-6918



SAN JOAQUIN COUNTY

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, CA 95202
Phone: 209-468-3370

Recruitment Announcement
0615-RC2070-01

THE POSITION

San Joaquin General Hospital is seeking a motivated and dynamic professional to fill one Hospital Materials Manager position. The position will oversee materials management and related services for San Joaquin General Hospital and its affiliated facilities. In addition to performing complex managerial and administrative tasks, the incumbent is responsible for ensuring that the acquisition and management of Hospital materials is conducted in a manner that maximizes both quality and efficiency. The ideal candidate will have professional materials management and supervisory experience from an acute care hospital.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a major coursework in business administration, health care administration, economics, materials management, business analytics, or a closely-related field.

Experience: Five years of progressively responsible professional experience in acute care hospital materials management that included purchasing, contracting, negotiating, inventory control, and systems management, as well as at least three years of supervisory experience.

Substitutions: 1) A master's degree in one of the above listed educational areas may substitute for one year of the required general (non-supervisory) experience; 2) Current designation as a Certified Materials and Resource Professional (CMRP) by the American Hospital Association may substitute for one year of the required supervisory experience; 3) Additional qualifying supervisory experience may substitute for the required education on a year-for-year basis to a maximum of two years.

THE DEPARTMENT

San Joaquin General Hospital (SJGH) is a public hospital and designated level III Trauma Center. The hospital, originally established in 1857, is a 196-bed general acute care facility providing a full range of both inpatient and outpatient services. SJGH's friendly staff work hard to provide the highest quality health care services to the residents of San Joaquin County. We are proud and confident of our tradition of serving and caring for our patients with courtesy, respect, dignity, enthusiasm and a positive attitude.

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.

ARTS & CULTURE



Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Mickle Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop.

Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



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COMPENSATION PACKAGE

Annual Base Salary: \$78,333-\$95,243

(Approx. Monthly Salary: \$6,528-\$7,937)

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits web site at: www.sjgov.org/hr/Programs/Benefits

APPLICATION & SELECTION

Completed application package including supplemental questions must be submitted to the Human Resources Division by the final filing date:

July 17, 2015

Apply online: www.sjgov.org/hr

OR

submit your completed application package to:

San Joaquin County Human Resources
Attn: Loretta Chhor
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
phone: (209) 468-6918
e-mail: lchhor@sjgh.org



***San Joaquin County is an
Equal Opportunity Employer***

TYPICAL DUTIES

Typical duties include the following:

- ◆ Plans, organizes, and directs a coordinated supply support system ensuring the appropriate evaluation, acquisition, receipt, storage, and accounting of medical and other supplies and equipment used by San Joaquin General Hospital and affiliated facilities.
- ◆ Performs complex administrative and managerial work related to hospital warehousing and distribution services; directs and coordinates all phases of the Hospital procurement process; oversees the development of work quality and productivity standards; responds to and resolves service problems, ensures that work is performed in a manner that appropriately serves client and maintains positive guest relations.
- ◆ Develops, establishes, and oversees the implementation of policies, procedures, methods, and systems for improving operational efficiency and controlling inventory; designs and implements programs for evaluation and standardization of purchased products, equipment, and services; develops product and equipment specifications; work with the County purchasing division in the development and management of vendor contracts.
- ◆ Consults with physicians, other department managers, and staff to research, evaluate, select and acquire products, equipment and services; communicates and negotiates with vendors to develop and improve procurement systems, reduce operating costs, and reduce supply costs; analyzes and identifies the best group purchasing organization in which the Hospital should participate.
- ◆ Reviews and analyzes material utilization within all assigned areas; analyzes supply contracts to maximize cost controls and process efficiencies; conducts value, revenue and quality control analyses; conducts cost/benefit studies and makes product recommendations through the use of a review committee process; identifies and directs operational changes needed to improve efficiency; identifies opportunities for service expansion and/or improvement.
- ◆ Selects, assigns, trains, directs, and evaluates staff; takes appropriate action on disciplinary matters; verifies and monitors staff proficiency; identifies staff development needs and oversees training and education activities required.

For a complete listing of job duties, visit: www.sjgov.org/hr



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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. Provide a **detailed description** of your experience including **employer name, position title and dates of employment with each answer.** These questions will be reviewed in evaluating your qualifications.

1. Indicate the highest education level obtained:

_____ Master's degree from an accredited college or university with major coursework in business administration, health care administration, economics, materials management, business analytics, or a closely related field.

_____ Bachelor's degree from an accredited college or university with major coursework in business administration, health care administration, economics, materials management, business analytics, or closely related-field.

_____ Associate's degree from an accredited college or university with major coursework in business administration, health care administration, economics, materials management, business analytics, or closely related-field.

_____ I do not possess completion of any of the above.

2. If you have not completed a degree program, please indicate below the number of units you have completed and the name of the school(s) where the units were earned.

3. Do you possess current designation as a Certified Materials and Resource Professional (CMRP) by the American Hospital Association?

_____ Yes _____ No

4. Describe your professional work experience directly related to acute care hospital materials management in each of the following areas. Please clearly define your roles and responsibilities under each area.

- Purchasing
- Contracting
- Negotiating
- Inventory Control
- Systems Management

5. Describe your experience as a supervisor. Include in your answer the number of staff supervised and types of positions you supervised. What was your role and scope of responsibilities?