



500 W. Hospital Road, French Camp, CA 95231 · (209) 468-6000



Hospital Materials Manager

THE POSITION

San Joaquin General Hospital is seeking a motivated and dynamic professional to fill the Hospital Materials Manager position. The ideal candidate will have professional materials management and supervisory experience in an acute care hospital.

THE DEPARTMENT



The Materials Management department plans, organizes and controls the lifecycle of materials from the initial purchase through the service point of distribution.

PURPOSE

*To maintain economical purchasing power
To satisfy user demand
To avoid stock outs
To stabilize consumption fluctuations*



The Aim of Materials Management



The right quality, quantity, time, place and most importantly, the right cost.

SAN JOAQUIN GENERAL HOSPITAL (SJGH)

San Joaquin General is a 152-bed general acute care trauma center, established in 1857. Employees are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both patients and employees. SJGH provides a full range of inpatient services including General Medical Care, High-Risk Obstetrics, Neonatal Intensive Care and an ambulatory care network.



San Joaquin County
Human Resources Division
44 N. San Joaquin Street
Stockton, CA 95202
(209) 468-3370 - Phone
(209) 468-0508 – Fax





SAN JOAQUIN GENERAL HOSPITAL

Hospital Materials Manager



TYPICAL DUTIES

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 SJGH and affiliated facilities.

Performs complex administrative/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 San Joaquin County's 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; conduct 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 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.

COMPENSATION AND BENEFITS

Annual Base Salary Range: \$85,530 - \$103,979

(Approx. Monthly Salary Range: \$7,127 - \$8,665)

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 day sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (accruals increase with milestone years of service)
- ◆ 10 paid holidays per year
- ◆ 10 days administrative leave per year

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college and university with a major coursework in business administration, healthcare administration, economics, material 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.

Substitution Options:

- ◇ Possession of a Master's degree in one of the above educational areas may substitute for one year of the required general (non-supervisory experience).
- ◇ Current designation as a Certified Materials and Resource Professional by the American Hospital Association may substitute for one year of the required supervisory experience.
- ◇ Additional qualifying supervisory experience may substitute for the required education on a year-for-year basis up to a maximum of two years.



SAN JOAQUIN GENERAL HOSPITAL

Hospital Materials Manager



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**. The responses to these questions will be reviewed in evaluating your qualifications.

1. Indicate the highest educational level obtained:

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

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

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

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

2. Do you possess designation as a Certified Materials and Resource Professional by the American Hospital Association?

_____ Yes _____ No

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

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

4. Describe your experience as a supervisor. Include in your answer the number of staff supervised and types of positions you supervised. Additionally detail your role and the scope of responsibilities.

APPLICATION SUBMITTAL PROCESS

To apply, a completed application **and** supplemental questionnaire must be mailed in or received online.

We are accepting applications until the position is filled. Resumes will not be accepted in lieu of an application.

Apply online at: www.sjgov.org/departments/hr

Paper application materials must be submitted to:

San Joaquin County Human Resources

Attn: Bruce Cager

44 N. San Joaquin Street Suite 330

Stockton, CA 95202

Tel: 209.468.3370

