

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-20-119

Closing Date: Open until filled



POSITION TITLE: Director of General Services

DEPARTMENT: General Services

Position Summary:

Under general supervision of the Chief Operating Officer, the Director of General Services provides innovative solutions and support functions to both clinical and administrative departments, including but not limited to: purchasing, property management, vehicle operations and maintenance, mail and reprographics, and switchboard. Performs effective and efficient procurement and supply chain management activities with departments and suppliers. Manages and monitors the GSA and non-GSA fleet ensuring efficient and reliable fleet operations. Performs risk management for insurance, manages property surplus, and plans for continuous and efficient utilization of biomedical equipment. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Improves staff effectiveness by motivating, coaching, and mentoring employee to achieve peak productivity and performance, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, appraising job tasks and results in a timely manner.
- Oversees the supervision of General Service's personnel, which includes work allocation (time and motion studies), rotating shifts/schedules, time approval, hiring, training, orientation, and problem resolution; evaluates performance and makes recommendations for personnel actions;
- Develops department strategic plan with measurable performance (productivity) expectations for assigned staff according to department goals and objectives.
- Reviews and approves requisitions and purchase orders for General Services; subject to the availability of funds.
- Manages relationships with vendors, suppliers, and contracts that facilitate smooth flow of services to departments and procuring high-quality and cost-efficient supplies for the organization.
- Oversees grant contracts and develops new contracts that are in full compliance with internal procurement and purchasing policies.
- Ensures optimal performance of supply chain with Gallup Regional Supply Service Center and with other vendors to procure materials, maintain inventory, and respond to demand and solve any supply chain problems that arise.
- Independently coordinates all contracts and subcontracts including proposal coordination, terms and conditions, contract/subcontract negotiations, memorandums of agreement/understanding (inclusive of cooperative or collaborative), contract documentation/files, and contract administration closeout.
- Provides guidance and assistance to department managers when required for contract modification, claims, protest, or termination.
- Coordinates and assists with grant writing/proposals and monitors grant activities; to include grant administrative closeout activities.
- Identifies methods of tracking data for all required goals and objectives written in grant and ensures federal/state/public, non-profit requirements are met.
- Ensures completion and submission of contract and grantee reports, e.g. Quarterly and Annual Progress.
- Works with Department and Finance to manage overall grantee budget and timely submission of financial reports.
- Serves as purchasing agent in negotiating with vendors for all departments and services, and coordinates contracting activities as well as ensuring that departments have needed materials and services.
- Oversees and assists in purchasing activities as appropriate, acquisition of supplies and equipment (medical and non-medical). Responsible for reviewing account assignment on PO's for appropriate account classification in the General Ledger.
- Manage multi-site warehousing operations to support our continued growth while driving inventory management, control, and managing warehouse equipment costs.

- Coordinates and assists departments on Requests for Proposals (RFP), Request for Information (RFI), Request for Quote (RFQ), Indefinite Delivery and Indefinite Quantity (ID/IQ) and similar solicitation processes: evaluation, bid review, recommendations to award of contracts.
- Reviews and shares budget (based on funds availability) with staff and ensure budget stays on track.
- Oversees supply chain management (medical/non-medical) to increase visibility, manage compliance, and mitigate risks; that will include product need, reduce waste, stabilize inventory (established PAR levels), and cost containment.
- Ensure warehouse facilities, material handling and storage equipment are effectively maintained to maximize life. Initiate recommendations on the purchase of new equipment and assets as required.
- Oversees medical/non-medical equipment inventory including distribution, disposal, and transfer of personal property and inventory activities. Performs fixed asset inventory functions as well as adjustments to the inventory system.
- Performs cost and pricing analysis/reviews, identifying cost breakdown and savings to determine reasonableness; inclusive of risk mitigation opportunities and techniques; in conformance to all applicable policies.
- Researches, develops, implements, and reviews contracts, memorandum of agreement or memorandum of understanding including other types of agreements (cooperative and collaborative) for WIHCC. Works closely with departments on annual renewals of all agreements with area schools, and agencies WIHCC collaborates with.
- Oversees management and maintenance program of GSA fleet and WIHCC acquired vehicles, including automobile insurance coverage for all vehicles.
- Oversees bio-medical contracts that supports medical equipment inspections, preventive maintenance and repair; that meets regulatory requirements for testing and calibration.
- Oversees non-emergency and ambulance services that meets State and Tribal requirements based on Certificate of Need for both patients and staff.
- Assists the CFO in providing advice to the Board of Directors, Administration and Clinic Management staff on all administration and technical contract/grant administration and capital equipment purchase requests.
- Maintains all contract/grant documents, resolving problems during performance and all renewal actions, as appropriate; to include timesheets, evaluation.
- Monitors Oracle transactions such as re-routing of users and/or approvers and other related functions.
- Works with auditors on annual audit on reports required for procurement, contracts, grants, inventory, and lease schedules; to include real property (buildings and land).
- Reviews and updates Procurement and Property Policies annually.
- Presentation at Management Team and Board of Directors Annual Meeting when requested.
- Participates in all meetings and communication with suppliers, contractors, grantors, and I.H.S and O.E.S. department officials, and WIHCC employees regarding purchase requisitions, specifications, bids, contracts, orders, and related matters.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Upholds all principles of confidentiality and propriety information to the fullest extent, e.g. bids, negotiations of pricing, et.al.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree required in Accounting, Business Administration, Finance, Logistics or related field. Master's in Business Administration degree preferred. Five to seven years of professional experience in contract/grant administration, buying, and delivery order processing, proposal preparation, proposal pricing, deliverable tracking, and inventory (equipment and real property) activities with one year supervisory experience. Experience should include processing and tracking delivery orders under large multi-year contracts for a two- to three-year period; as well as grants administration. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of procurement, contracting, supply chain management (medical and non-medical), fleet management, and grant management.
- Knowledge and ability to monitor compliance, contract performance, and write project reports.
- Knowledge of fleet management.
- Knowledge of AAAHC, COLA, CMS and applicable federal, state, county, and local laws, regulations, standards, and requirements.
- Knowledge of financial/business analysis techniques, budget preparation and budget management.
- Knowledge of Non-Personal Service Contracts (PSC's) and contract administration, e.g. timesheets, evaluation.
- Knowledge of Quality Management and relationship to metric/dashboards, Plan-Do-Study-Act (PDSA, and Data Analysis)
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to use a variety of information sources for the validation of estimates and development of competitive pricing.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to negotiate, as necessary, and process all requests of changes/modifications.
- Ability to supervise and provide direction to staff.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Holidays, Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.