



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 701.2

Job Title: **STAFF PHARMACIST**

Pay Grade: 26

GENERAL SUMMARY:

Oversees the compounding and dispensing of pharmaceuticals and/or devices for delivery to City health centers and jail sites as prescribed by a licensed physician.

RESPONSIBILITIES:

- Dispenses drugs to clinics and outpatients; attaches appropriate labels identifying drug dosage, quantity and instructions for use.
- Records drug histories, checks contraindications and completes profiles on patients.
- Orders and maintains supply of drugs, chemicals and other pharmaceutical stock.
- Counsels patients on medication consumption, proper dosage and purpose of taking medication.
- Refers patients to outside pharmacies when medication is not available at the City pharmacy.
- Negotiates cost effective contractual agreements for purchasing pharmaceutical supplies.
- Supervises, trains and counsels Pharmacy Technicians and/or support staff.
- Supplies information about drug usage and their effects to nursing or clinical personnel.
- May perform other duties as assigned by Chief Pharmacist.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Pharmacy from an accredited college or university.

LICENSE:

Requires a license to practice pharmacy in the state of Texas.

EXPERIENCE:

Four years of experience as a pharmacist are required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and /or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Staff Pharmacist
Chief Pharmacist

*Effective: October 1990
Revised: September 2002
Revised: July 2015*