CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 701.4

Job Title: **CHIEF PHARMACIST**

Pay Grade: 28

GENERAL SUMMARY:

Plans, evaluates, and sets long and short-range goals for the pharmacy program based on developments and trends in health care. Serves as the Pharmacist-in-Charge for all Health Department Pharmacies.

RESPONSIBILITES:

- Ensures legal operation of all pharmacies, including meeting all inspection and other requirements of state and federal laws, rules, and regulations governing pharmacy operations.
- Establishes and implements written policies and procedures for clinic pharmacies, the pharmacy warehouse, tuberculosis control and for FDA licensed activities
- Supervises pharmacy staff and clinic supportive personnel carrying out the pharmacy related aspects of drug provision in a Class D Pharmacy.
- Maintains records of all transactions of the pharmacy required by applicable law and necessary to maintain accurate control over and accountability for all drugs and devices.
- Develops and maintains an inventory system for all drugs and pharmaceutical supplies.
- Negotiates, evaluates, and implements all pharmaceutical contracts.
- Purchases and maintains adequate inventory levels of drugs and pharmaceutical supplies.
- Interfaces with purchasing personnel regarding policies and procedures.
- Monitors and communicates to the pharmaceutical vendors any problems with products, delivery, or pricing, and takes the necessary actions to ensure maximum contract performance and savings.
- Develops and implements quality assurance activities.
- Establishes systems and procedures to promote maximum safety and service associated with the use of drugs and pharmaceutical supplies.
- May manage financial operation of the division, including budget planning, revision, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- Coordinates special projects and pharmacy in-services, including planning, research, presentations, promotions, and evaluations.
- Serves as a pharmaceutical resource to physicians, nurses, and the public.
- Participates in the orientation, training and guidance of pharmacy staff and new employees.
- Conducts Inservice training for supportive personnel who provide drugs.

SPECIFICATIONS:

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

EXPERIENCE:
Six years of experience as a pharmacist are required, with at least three of the years in a supervisory capacity and as a pharmacist-in-charge.

LICENSE:
Must be licensed to practice pharmacy in the state of Texas.

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.

IMPACT OF ACTIONS:
Errors in work lead to significant costs and problems and may have minor impact on the short-term performance of the City. 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 an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

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 citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation, e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

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 no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature, and air conditions.

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: January 1996
Revised: July 2015
Revised: March 2023