



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.

RESPONSIBILITIES:

- Establishes and implements written policies and procedures for pharmacy operations at City health centers, jail sites, tuberculosis control and other service sites.
- Directs and reviews operations of the pharmacy program for compliance with local, state and federal regulations.
- 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 evaluation.
- Serves as pharmaceutical resource to physicians, nurses and the public.
- Participates in the orientation, training and guidance of pharmacy staff and new employees.

SPECIFICATIONS:

KNOWLEDGE:

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

LICENSE:

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

SPECIFICATIONS: (continued)

EXPERIENCE:

Six years of experience as a pharmacist are required, with at least two of the years in a supervisory capacity.

A Master's degree in Pharmacy and four years of experience as a pharmacist may be substituted for the experience requirement.

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