

**HOSPICE OF CITRUS COUNTY, INC.**  
**POSITION POSTING**  
**July 19, 2010**  
**2010-089**

Hospice of Citrus County is currently seeking to fill a vacancy for a  
**Operations Manager**  
**Full Time**

**Position Summary:** The person in this position is responsible for assisting in the day-to-day operational management of the organization for the effective and efficient use of all resources in carrying out the organization's mission.

**Core Responsibilities Include:**

1. Assists the COO in the identification and resolution of operational, legal and regulatory issues.
2. Monitor methods of program administration, planning, supervision and evaluation.
3. Oversee purchasing activities including office materials and supplies, office equipment, medical supplies and equipment, and pharmaceuticals.

**Other Responsibilities/Functions:**

1. Assist in the development and implementation of administrative policies.
2. Assist in the development of short and long-range goals.
3. Monitor community activities to insure the organization's identity and positive community profile

**Minimum Knowledge, Skills and Abilities:**

1. Bachelor's degree from four-year college or university in Business Management or related degree, Masters degree is preferred;
2. Four years health care experience and/or training; or equivalent combination of education and experience;
3. Excellent problem solving, customer service, interpersonal, oral/written, and technical skills.

**Special Demands/Physical Requirements:**

The position may require a considerable amount of time riding in or driving a motor vehicle in connection with on-the-job requirements. Reliable mode transportation is required.

This organization conducts pre-employment drug testing and employees may be asked to take a test to determine the presence of drugs, narcotics or alcohol if there is reasonable suspicion that the employee is using or has used drugs in violation of Hospice policy.

**Qualified candidates may obtain an application at any Hospice of Citrus County / Hospice of the Nature Coast locations or online at [www.hospiceofcitruscounty.org](http://www.hospiceofcitruscounty.org) or [www.hospiceofthenaturecoast.org](http://www.hospiceofthenaturecoast.org).**