

**Classification Title: Pharmacy Director**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Manages the operation of pharmacy services for the county which includes services for clients of public and mental health and the alcohol treatment center. Prepares business plans and oversees medication stocks, supplies and related inventory to ensure clients are provided with appropriate prescription care. Supervises pharmacists and pharmacy technicians; oversees pharmacy-related work by physicians, nurses and therapists.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Receives and maintains medication stock and supplies, including vaccines, and ensures all information is processed to the correct codes. Maintains pharmacy database by processing updates. Reviews all accounts, monitors expenditures and processes payments.
2	M	Attends regular meetings and seminars and serves as a resource on bio-terrorism. Works closely with the State Bio-terrorism Pharmacist and coordinates pharmacist volunteers in bio-terrorism training exercises.
3	L	Oversees the patient assistance program for mental health, providing direct patient dispensing for the provider network for mental health. Addresses issues that arise and makes corrections as appropriate.
4	M	Dispenses medication for patients eligible for and receiving services from the county. Orders special prescriptions as required. Counsel patients on medication information and interactions.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Graduation from an accredited School of Pharmacy.
Experience	Five years experience in pharmacy management.
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	Registered Pharmacist.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, tablet counter, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Pharmacy

**PROTECTIVE EQUIPMENT REQUIRED:**

Glasses, gloves.