

## CHIEF PHARMACIST

NATURE OF WORK IN THIS CLASS:

This is administrative and professional pharmacy work involved in the administration of the pharmacy programs and services in the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Develops and directs the entire pharmacy service in the two public health centers.

Directs and participates in interpreting and filling prescriptions and the compounding and dispensing of drugs and medicines as prescribed by public health physician and dentists.

Reviews and revises pharmacy operating procedures and recommends formulation of program policies and procedures to assure that proper safety and health measures are followed in accordance with established policies of public health.

Checks and maintains basic pharmaceutical and medical supplies for public health and at designated public health area center pharmacies.

Insures proper maintenance, storing, and refrigeration of drugs and biologicals; disposes or returns expired drugs to the manufacturer for exchange.

Provides drug information to physicians, nurses and other health professionals; participates with other health professionals in determining drug policies for the Department of Public Health and Social Services.

Makes recommendation as to how pharmaceutical methods and procedures can be improved; and implements new improved methods and techniques.

Prepares budget estimates and justifications.

Maintains records and prepares reports.

Administers policies for personnel, training and safety.

Attends meetings, workshops and seminars related to pharmacy work and to keep abreast of new developments in the drug field.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the pharmacy principles and practices.

Ability to plan and administer the public health pharmacy programs and activities.

Ability to interpret, apply, and make decisions in accordance with pertinent laws, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in pharmacy operations and procedures to improve effectiveness.

Ability to work effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Three years of professional experience as a pharmacist, one year of supervisory work and graduation from a recognized school of pharmacy with a Bachelor of Pharmacy degree; or

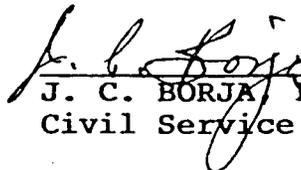
b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Must be a registered Pharmacist with a current license to practice in any one of the States or Territories of the United States.

Established: July 1980

Pay Range: 32

  
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J. C. BORJA, Executive Director  
Civil Service Commission