



POSITION POSTING

DATE POSTED:	10/9/2026
TITLE:	Pharmacist in Charge
CLASSIFIED:	Unclassified, FLSA Exempt
PAY RANGE:	Salary range \$53.12 - \$74.37. Commensurate with experience
WORK HOURS:	Mon 9:00 am - 6:30 pm, Tues/Wed/Thurs 9:00 am - 5:00 pm, Fri 8:30 am - 2:00 pm. Weekend and/or evening hours as necessary for meetings and/or emergency calls.
IMMEDIATE SUPERVISOR:	Chief Financial Officer

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department and the Wood County Community Health Center may be the perfect fit for you!

POSITION OVERVIEW

Serves as the Responsible Pharmacist/Pharmacist in Charge as outlined in OAC 4729-5-11 and has overall responsibility for the safe, effective, compliant, and efficient operation of the Wood County Community Health Center Pharmacy. Provides leadership for pharmacy operations, regulatory compliance, medication management, required records and reporting, financial stewardship, pharmacy programs and services, and direct supervision of pharmacy personnel.

Serves as a pharmacy resource and consultant to the Community Health Center and Wood County Health Department and collaborates with medical, dental, behavioral health, nursing, administrative, and public health teams to support safe, accessible, coordinated, patient-centered care.

ESSENTIAL DUTIES

Pharmacy Operations and Regulatory Compliance

- Serves as the Responsible Pharmacist/Pharmacist in Charge and maintains overall responsibility for the safe, effective, and compliant operation of the Community Health Center Pharmacy.
- Directs day-to-day pharmacy operations, including dispensing, medication management, purchasing, ordering, inventory, storage, security, disposal, recalls, workflow, staffing, and related financial activities.
- Ensures compliance with applicable federal, state, and local laws, regulations, professional standards, and organizational policies, including requirements of the Ohio Board of Pharmacy, Drug Enforcement Administration (DEA), HIPAA, and other applicable regulatory agencies.
- Provides pharmacy leadership and oversight for the Community Health Center's 340B Drug Pricing Program activities, consistent with Section 340B of the Public Health Service Act, HRSA Office of Pharmacy Affairs (OPA) requirements, applicable federal and state laws, and organizational policies.
- Supports compliance with 340B eligibility and registration requirements, including accurate identification of covered entity and eligible outpatient sites and coordination of required information maintained in the 340B Office of Pharmacy Affairs Information System (OPAIS).

- Maintains required pharmacy records, reports, licenses, registrations, policies, procedures, and regulatory documentation accurately and confidentially.
- Oversees controlled substances and other regulated medications in accordance with applicable requirements.
- Develops, implements, reviews, and maintains pharmacy policies and procedures and monitors operations to identify compliance issues, operational risks, and opportunities for improvement.
- Participates in accreditation and regulatory readiness activities and serves as a pharmacy liaison to regulatory agencies, boards, vendors, healthcare partners, community organizations, and other stakeholders as appropriate.
- Supports annual 340B recertification and timely maintenance of required program information, records, policies, and documentation.
- If the Health Center uses contract pharmacies, provides pharmacy oversight and coordination to help ensure contract pharmacy arrangements are properly registered, operationally compliant, documented, and monitored in accordance with applicable 340B requirements.
- Supports oversight of contract pharmacy performance, including review of patient eligibility processes, dispensing and purchasing records, billing/reimbursement information, inventory/replenishment processes, and reconciliation activities designed to identify diversion or duplicate discounts.

FQHC and Community Health Center Responsibilities

- Supports the mission of the federally qualified health center (FQHC) to provide accessible, high-quality, coordinated, patient-centered care to underserved and medically underserved populations.
- Collaborates with medical, dental, behavioral health, nursing, enabling services, quality, finance, compliance, and administrative teams to integrate pharmacy services into the Community Health Center's comprehensive care model.
- Supports pharmacy services consistent with applicable Health Resources and Services Administration (HRSA) Health Center Program requirements, organizational policies, scope of services, quality improvement activities, and patient access goals.
- Supports medication access, adherence, affordability, continuity of care, and transitions of care for Health Center patients, including coordination of pharmacy services with other clinical and enabling services.
- Participates in quality improvement, patient safety, performance measurement, program evaluation, accreditation/readiness activities, and other initiatives applicable to the Community Health Center.
- Supports appropriate pharmacy documentation and use of the electronic health record and pharmacy systems to facilitate coordinated care, medication reconciliation, clinical decision-making, and reporting.
- Provides pharmacy leadership and consultation regarding policies, workflows, services, and programs designed to reduce barriers to medication access and improve health outcomes.

Personnel Supervision and Workforce Management

- Supervises assigned pharmacy staff, including, Intermittent Pharmacists, Pharmacy Technicians, and other assigned pharmacy personnel.
- Participates in hiring, onboarding, orientation, training, performance evaluation, professional development, corrective action, and other personnel processes as appropriate.
- Ensures pharmacy personnel maintain required competency, training, licensure, certifications, and continuing education.
- Establishes and monitors pharmacy workflow, staffing coverage, and scheduling practices to support safe, efficient, and effective operations.
- Provides leadership, coaching, and performance management to promote accountability, teamwork, professional growth, and high-quality pharmacy services.

Financial, Program, and Administrative Responsibilities

- Participates in development and management of the pharmacy budget and monitors purchasing, utilization, expenditures, financial performance, and operational performance.
- Assists with the development, implementation, and evaluation of pharmacy programs and services.
- Serves as a pharmacy liaison to the Chief Executive Officer and other Health Department and Community Health Center leadership.
- Provides pharmacy-related education, consultation, and recommendations to Health Department and Health Center staff.
- Participates in Health Department and Community Health Center meetings, training, committees, cooperative programs, and other organizational initiatives.
- Represents the Health Department in professional meetings, community activities, public education, and community health activities related to pharmacy and public health as assigned.
- Ensures pharmacy workflows and dispensing practices support prevention of 340B drug diversion to ineligible patients and prevention of duplicate discounts, including appropriate Medicaid billing/exclusion processes established by the Health Center.
- Promotes appropriate use of 340B savings and pharmacy resources to support the Health Center's mission, patient access, medication affordability, and comprehensive health services, consistent with applicable law and organizational policy.

REQUIRED QUALIFICATIONS

- Bachelor of Science in Pharmacy or Doctor of Pharmacy degree.
- Five (5) years of clinical pharmacy experience.
- Minimum two (2) years of supervisory experience.
- Valid Ohio Pharmacist license. License must be maintained throughout employment.
- Valid Ohio driver's license. License must be maintained throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of pharmacy practice, Community Health Center/public health operations, applicable laws and regulations, medication safety, and patient-centered care.
- Authorized to work in the United States.
- Ability to provide proof of automobile insurance. Insurance must be maintained throughout employment.
- Knowledge of FQHC/Community Health Center operations.
- Knowledge of 340B Drug Pricing Program compliance and oversight regulatory compliance and accreditation.
- Clinical judgment and medication safety.
- Pharmacy operations.
- Experience with electronic health records, Pharmacy systems, and 340B technology.
- Knowledge of public health laws, regulations and standards as defined by federal, state, and local governments.
- Ability to successfully pass required background checks.

Final candidates must successfully pass a background check and provide proof of a valid State of Ohio driver's license as well as current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	For best consideration please apply by 10/30/2026.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found at: https://woodcountyhealth.org/career-opportunities/ Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 Email to: WCHDHumRes@woodcountyohiohealth.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohiohealth.gov or call 419-352-8402 Ext. 3201.