



Job Title	Associate Director, Healthcare Operations	Job Code	HS0911
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Health Services Administration

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Health Services Administration Professionals provide leadership of various units within Health operations.

Job Summary

Responsible for the oversight of revenue generating usage agreements, café operations, parking/transportation, purchasing/procurement, inventory control, budgeting and financial management of capital projects.

Representative Duties

1.
 - Oversees daily operations
 - Formulates and executes department budget
 - Ensures revenue and expense targets are monitored and support the strategic plan and mission
 - Supervises business and administrative functions
 - Negotiates contracts and monitors expenditures
2.
 - Develops and maintains policies and procedures including Emergency Management
 - Participates in statewide Medical Education plans
 - Assists with preparation and submission of accreditation documents, budgets and approves capital project expenditures
 - Presents at new employee orientation

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.