



Job Title	Health Operations Manager	Job Code	HS0611
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Healthcare Administration

Job Family & Subfamily Summary

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

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

Job Summary

Plans and implements a variety of administrative, professional services, and property management programs that support the UCF College of Medicine; Burnett School of Biomedical Sciences; Lake Nona Cancer Center, UCF Health, Direct Support Organizations (DSO), and HealthARCH.

Representative Duties

1. Operational Management

- Oversees daily Health Affairs Operations and supervises staff
- Directs and coordinates activities of Health Affairs Operations to ensure appropriate resource allocation
- Prepares and oversees the management of multimillion dollar departmental budgets
- Collects and analyzes data for strategic planning and development

2. Project Management

- Manages large-scale special projects for Health Affairs and provides daily support for locations throughout Florida to include capital projects
- Oversees projects that focus on improving quality initiatives through the use of evidence based approaches and formal models of improvement
- Provides oversight of vendors, contractors and professional services
- Manages the complex intricacies of business and auxiliary functions such as the cafe

3. Representation

- Represents and serves as liaison with community partners and federal and state entities
- Coordinates Health Affairs initiatives between departments and main campus to include parking services, shuttle, Facilities and Safety, Finance and Accounting, UCF Foundation, surplus, Asset Management, Student Health, and EH&S
- Serves on committees and attends meetings

4. Medical Student Clerkship Housing

- Establishes and manages all aspects of current and future housing needs throughout Florida in collaboration with clerkship affiliated hospital partners
- Creates, implements and oversees new processes for ongoing clerkship rotations

5. Property Management

- Facilitates leases that align with the missions of UCF Health Affairs
- Manages high value tenants daily for Direct Support Organizations
- Manages Auxiliary Usage Agreements and revenue generating events
- Coordinates and executes Health Affairs space planning initiatives to include furniture, fixtures and medical

equipment start-up needs

- Oversees property managers for off-site locations

Education, Experience, Skill Requirements

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

Physical/Environmental Demands

Ability to stand, lift and move objects less than 50 pounds. Ability to walk and maneuver in buildings; ability to climb stairs and ladders. Hand dexterity

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.