# Associate Department Administrator – Position Description

## Position Purpose

In conjunction with the Division Chief, responsible for the strategic business and clinical leadership of the divisions and their clinic operations, managing finances, personnel and resources to ensure that goals are met in a timely and effective manner. Responsible for the day to day administration and operations of the division’s clinical, educational and research programs, in collaboration with the Division Chiefs, Department Administrator, Fellowship Program Director and Principal Investigators. Responsible for maintaining an environment conducive to peak performance in all areas of operation. Work closely with Department and Divisional leadership, key staff and other administrators to ensure collaboration and alignment of goals within the Department.

## Duties and Responsibilities

* Partner with Chief Administrator and provide strategic planning and business development recommendations for the divisions and other.
* Responsible for the division’s fiscal operations.
* Monitor and approve expense allocations for Division.
* Ensure compliance with xx policies and procedures.
* Responsible for execution of strategic planning within the division.
* Operationalize divisional clinical program development.
* Recruit, hire, orient, train, discipline and conduct annual reviews for direct reports.
* Facilitate workforce planning, supervise appropriate staff and orient new employees in clinical and research areas. Staff includes administrative, clinical (APPs) and basic science and clinical research staff.
* Maintain compliance with employee procedures and guidelines.
* Manage visa process for employees and serve as the main contact for all Divisional Human Resources matters.
* Supervise, mentor and coach direct reports and allocate tasks.
* Annually recommends compensation increases for direct reports.
* Ensure that administrative policies are in compliance with policies.
* Oversee the operational activities of the division ensuring efficiency and compliance with department and xx policies and procedures.
* Responsible for the development and implementation of tactical plans to achieve goals in collaboration with the Department and xx Hospital
* Coordinate the organizational change process for practice improvement.
* Facilitate staff development.
* Facilitate business operational planning.
* Develop and implement process improvement programs for clinical and research operations.
* Develop and implement clinical programs including off-site locations.
* Interface with hospital leadership and clinic personnel to create and implement processes for patient care delivery.
* Assist the Division and Department Leadership in development of the strategic plan for the divisions.
* Monitor and evaluate effectiveness of strategic, business, and marketing plans.
* Responsible for coordination of departmental projects, including but not limited to Financial analyses, operational process improvement using principles of LEAN and other advanced management tools.
* Responsible for interim Division Administration as needed.
* Manage and/or collaborate with clinic managers so as to facilitate efficient outpatient services.
* Communicate college and department policies and serve as a resource on these policies and procedures to staff and faculty.
* Administer grants and assist with developing grant proposals.
* Oversee database management and maintenance.
* Lead and manage the organizational change process for division/practice improvement.
* Coordinate, plan and implement office activities and procedures.
* Develop and implement the recruitment, interview, orientation, graduation and other medical education/residency program activities.
* Coordinate clinical and basic science research including IRB submission, etc.
* Professional Responsibility:
* Advance professional knowledge and leadership skills.
* Engage in professional networking.

## Knowledge, Skills and Abilities

Understanding of financial and human resources related issues. Excellent oral and written communication skills. Strong critical thinking, problem solving and attentiveness to detail required. Strong computer skills. Knowledge of medical terminology preferred.

## Position Requirements

Education: Bachelor’s degree

Experience: 10 years

FLSA: Exempt