

## IN-HOUSE JOB POSTING

**POSITION:** Department Administrator

**EMPLOYMENT STATUS:** Regular Full-time

**DEPARTMENT:** Orthopaedics

**DATE POSITION WILL BE AVAILABLE:** Immediately

**BRIEF DESCRIPTION OF JOB DUTIES AND RESPONSIBILITIES:**

Provides leadership, administration and direction for the department to ensure accomplishment of the department's goals/objectives.

- 4.1 Develops departmental policies/procedures.
- 4.2 Establishes department goals/objectives.
- 4.3 Develops departmental budget.
- 4.4 Develops departmental training program.
- 4.5 Oversees personnel with regards to hiring, firing and performance evaluations.
- 4.6 Responsible for internal communication among staff, physicians and other departments within UP&S and the School of Medicine.
- 4.7 Oversees department's billing and collection system.
- 4.8 Develops financial forecasting.
- 4.9 Implements organization's policies/procedures.
- 4.10 Provides feedback to Department Chair and Administration.
- 4.11 Evaluates processes on an on-going bases, i.e., patient flow; and implements positive changes.
- 4.12 Maintains quality assurance program, safety, environmental and infection control standards, conforming to OSHA regulations and other agencies.
- 4.13 Enhances professional growth and development through participation in educational programs.
- 4.14 Serves on various committees and performs other duties as assigned

**EDUCATION:** Bachelor's degree in business or health care administration. Master's preferred.

**EXPERIENCE:** Managerial experience preferably in a health care setting.

**WORKING CONDITIONS:**

Must be willing to work extended hours; weekends if needed. Excellent written and verbal communication skills. Must possess extensive computer experience and ability to learn job-specific computer programs, i.e., IDX.

**CLOSING DATE FOR ACCEPTING IN-HOUSE APPLICATIONS:** Open till filled.

*Interested applicants should contact Beth Hammers  
via e-mail at [bhammers@marshall.edu](mailto:bhammers@marshall.edu) or call 691-1712.*