**Summary:**

To manage and oversee the daily clinical, operational, financial and personnel activities of the department.

**Job Duties**

* Coordinates the patient care activities of the unit on a twenty-four-hour basis; schedule and assigns radiology/nursing personnel.
* Demonstrates administrative skills which include selecting and training new employees, evaluating, coaching and disciplining employees.
* Develops and implements unit goals.
* Directs unit quality improvement activities and monitoring to assure quality of patient care and employee safety. Assures unit compliance to The Joint Commission and other regulatory standards. Develops, implements, and revises standards and policies for the unit and notifies personnel of the changes.  Displays the willingness and skills to confront and resolve problems.
* Identifies educational needs for unit personnel; assists in planning and implementing orientation and staff development programs.
* Keeps abreast of new developments through participation in educational opportunities.
* Prepares, monitors and analyzes unit budget, and coordinates cost containment efforts in the unit.
* Provides support and encouragement to allow employees to achieve their full potential.
* Seek opportunities for improvement, growth, and change; maintains a strong emphasis and results.
* Serves as a resource person to unit personnel and employees in other departments. Assists with problem identification and problem resolution.
* Performs other related duties as assigned.

**Job Requirements:**

**Qualifications**

* Bachelor’s degree in Radiation Science, Business, or any related field (or within six months of hire) - Required.
* Graduate of accredited Radiology Science program - Required.
* Board certified in Radiologic Technology or related modality - Required.
* 3-5 years’ experience in Radiology - Required.