



## **Executive Director**

### **Chula Vista**

#### **Position Summary:**

The Executive Director is responsible for the overall leadership, direction, efficiencies and operations of the imaging center, effective management of human resources, development and implementation of policies, procedures, budgeting and short and long-term forecasting, ensuring image quality, assisting with the development of marketing plan, and attaining objectives as set forth by the Board of Management and the Vice President of Operations. San Diego Imaging Management (SDIM) will provide management support and direction as defined in the provisions of the Management Agreement.

#### **Essential Duties and Responsibilities:**

- Provide leadership and direction to ensure Imaging Center's efficient operations and that service quality meets the highest standards.
- Develops, updates, implements and trains staff on policies and procedures for the Imaging Center's operation.
- Attend and participate in Board of Management Meetings on an ex-officio basis.
- Communicate, on an ongoing basis with the Executive Director or Operations, the Board of Management members and Medical Director(s), the Imaging Center's progress, issues, challenges and solutions. Present recommendations to the Board of Management for possible action, resolution or improvement.
- Prepare the Imaging Center's proposed annual capital equipment and operational budget for presentation to the Board of Management. Successfully manage and monitor the approved budgets.
- Prepare and present operating summaries, including financial performance, to the Board of Management on a regular basis. Analyze the Imaging Center's performance and identify areas for improvement.
- Ensure that the Imaging Center is staffed appropriately and efficiently, accountable for human resources functions and activities including: staff development, attraction and retention, compensation/benefits plan design, regulatory reporting, training, etc. Set agenda, plan and conduct regular staff meetings.
- Ensure that safety and other required trainings for all staff at the Imaging Center are completed on an ongoing basis.
- Attend and participate in hospital-sponsored training/enrichment (i.e. Sharp Experience) on an ongoing basis. Ensure that employees are trained accordingly.
- Supervise and direct staff necessary to effectively carry out the objectives and policies of the Imaging Center.
- Establish and implement operation and business plans that support the service, quality, efficiencies, volume, and profitability goals, with their respective strategies as set by the Board of Management and Medical Director(s).
- Establish and maintain strong physician relations and facilitate communication between physicians and staff.
- Liaison with Imaging Center's accountants, legal counsel, and consultants.



- Identify possible market expansion opportunities and enact or support marketing strategies to achieve volume goals as approved by the Board of Management.
- Maintains confidentiality 100% of the time; demonstrates complete discretion when discussing physician, patient and staff information.
- Develops and maintains a positive working environment that sustains employee morale and productivity.
- Responsible for a high level of patient satisfaction.
- Administration of PAC's system, including troubleshooting and interfacing with Sharp HealthCare Information Technology Department.
- Assumes responsibility for continually striving to meet goals as established in LLC's Mission Statement, Vision Statement and Core Values. We share a commitment to the patient, to the Radiologists, to the Corporation and to each other to strive toward the overall company goals that have been established.
- Other duties, as assigned.

**Requirements/Qualifications/Specifications:**

**Knowledge/Abilities/Skills:**

- Must possess excellent communication skills;
- Possess abilities to communicate, both verbally and in writing, effectively with clarity and professionalism.
- Must possess excellent leadership, organizational and follow-through skills:
- Possess abilities to be assertive and consistent to lead, supervise, teach and collaborate; accepts direction.
- Possess abilities to manage multiple responsibilities, problem solve, think critically, organize and prioritize, work well under pressure, recall information with accuracy, pay close attention to detail, and to assume ownership of responsibilities.
- Must have proficiency in Microsoft Word®, Excel®, Outlook®, applicable Radiology Information Systems, PACs systems, and ancillary systems used within the Imaging Center.
- Ability to perform basic math and statistical functions.
- Ability to perform the identified essential functions of the position including the operation of any equipment associated with performing the essential functions.
- Ability to perform the essential functions of the position without posing a direct threat to him/herself, others or property.
- Ability to adhere to SDI-CV's personnel policies and practices including the attendance and punctuality requirements.
- Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.

**Education:**

- Bachelor's Degree, required (Healthcare Administration, Business or related field)

**Work Experience:**

- Five or more years of Supervisory Experience in Diagnostic Radiology

To apply, please send a current CV or resume to: [HR@sandiegoimaging.com](mailto:HR@sandiegoimaging.com)