



Office of Human Resources
Medical Imaging Manager - CO2715
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General Statement of Duties

Directs and supervises the work of Diagnostic Imaging Supervisors and support staff involved in radiographic activities.

Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Level of Supervision Exercised

Supervises two or more first level supervisors.

Essential Duties

Supervises the work of Diagnostic Imaging Supervisors and support staff involved in radiographic procedures and related techniques used for the diagnosis of disease or trauma.

Monitors departmental operations to ensure compliance with governmental regulations and meet standards established by accrediting agencies.

Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.

Communicates observations, facts and comments with interdisciplinary team members, individually and through team meeting presentations as required.

Establishes and maintains departmental safety, environmental and infection control standards, a quality improvement program, and policies and procedures.

Determines the priorities, goals, and objectives of the division or work functions assigned.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Conducts internal training programs on occupational therapy techniques and objectives for medical and nursing staff and students.

Assists in the development of departmental budgets.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Associate's Degree in Radiologic Sciences or a related field.

Experience Requirement

Three (3) years of experience of the type and at the level of Diagnostic Imaging Supervisor.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Current certification as a Registered Radiologic Technologist (RT) with the American Registry of Radiologic Technologists (ARRT) at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles absentee replacement on short notice
Handles emergency or crisis situations

Pressure due to multiple calls and inquiries
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: