Posting Title: Director II-Business Administration
Organization: University of Missouri, Department of Family and Community Medicine
Job Opening ID: 15253
Apply: http://hrs.missouri.edu/find-a-job/staff/index.php

Job Description: The Department Administrator has a dual role, working as the chief administrative manager for the academic department of Family and Community Medicine and as the Senior Practice Manager over that department’s hospital-owned outpatient practices. In each role the incumbent is responsible for managing the strategic, fiscal, operational, and personnel functions.

STRATEGIC: Work in partnership with the Chair as well as the Dean’s Office to develop and implement operational, administrative, and financial plans to maintain the appropriate balance between clinical, research and teaching missions while ensuring the financial solvency of the unit.

FISCAL: Oversee and prepare the department and clinic budgets. Perform financial review and analysis of profit and loss reports, departmental income, physician productivity, and associated information that may impact the fiscal state of the department and clinics.

OPERATIONAL & PLANNING: Work with both department and health system staff in providing guidance, leadership, and oversight of the daily operations of the department and clinics to include allocation and use of resources (staffing, space, and supplies) across missions, performance improvement, and satisfaction of faculty, staff, and patients.

PERSONNEL: Interview, hire, evaluate, and manage the training of all non-academic staff; handle personnel concerns; develop and/or implement personnel policies and procedures according to SOM and University Hospital and Clinics guidelines; manage the human resource functions of the department, to include faculty and staff development, and ensure compliance with campus and hospital rules and regulations; manage staff and faculty recruitment.

Hiring Range: $70,200-$133,400
Shift: M-F 8-5
Preferred Qualifications: Bachelor’s degree in Business Administration, Personnel, Accounting, Health or Public Administration or related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. Master’s degree and significant leadership experience is desirable. Two or more years of experience in an administrative and fiscal capacity are necessary. (Note: Departmental size and complexity and the level of independent discretion, judgment, and decision making assigned the position, will determine the amount of experience required.)

Application Materials: Resume