



Pediatrics Department Administrator

Position Description

Employees in this position are responsible for managing the day-to-day administrative operations of a clinical department. Persons in this position must exercise a high degree of initiative and independent judgment, and should have a general knowledge of Health Sciences Center policies and procedures as they relate to department financial management and personnel administration. Provide direct supervision to department staff personnel. Work is performed under usual office conditions; deadlines, meetings and maybe some travel. Additionally, work requires considerable contact and coordination with HSC administrative officials, administrative personnel of other departments and units, granting agencies, other institutions, and government organizations.

Requisition ID

24355BR

Travel Required

None

Major/Essential Functions

This leadership role requires a hands-on manager and leader who is willing and able to serve both as an individual contributor and a leader while creating and supporting a positive environment for administrative & clinical staff, faculty, students, and residents via words, tone, and actions. This person works on behalf of the Department Chair of Pediatrics to ensure effective academic and fiscal management activities for a large Department of roughly 120 employees including residents. This individual will serve as the primary point of contact for all administrative and financial inquires of the Department from all areas of Senior Leadership.

As a leader in the largest Department of the Amarillo TTUHSC School of Medicine, this individual will be expected to wear many hats, develop many individual contributor skills, and be able to quickly adapt to change as needed while demonstrating an extremely strong work ethic and positive attitude. He or she must maintain an adaptable management style that considers the differing needs of individual employees and leaders.

A limited list of some duties of this position include:

- Prepares a balanced Department budget annually and ensures there are adequate funds to maintain a positive or flat budget throughout fiscal year while planning course of action for any negative budget changes.
- Reports financial information to the Department Chair, faculty, and staff.
- Ensures Chair is apprised of all issues relating to the management of the Department.
- Monitors, manages and/or oversees Department's multiple, roughly 52, financial funds including accounts related to the Department's research activities.
- Reviews reports from other departments and areas of the organization and acts on anything needing further attention by the Chair or Department.

- Generates and oversees generation of financial analysis and clinical productivity reports.
- Learns systems to pull data as needed without relying on others to provide this data.
- Oversees invoicing of vendors, receipt of revenue and posting of revenue to specific contracts.
- Oversees Department's purchasing activities and ensures all policies are followed.
- Provides leadership for Department employees and supervisors in both a direct and indirect way in conjunction with Clinic Manager.
- Contributes to team-building effort by actively supporting the Chair, clinic policies, and management initiatives intended to improve quality of care as well as efficiency and interaction of clinical staff.
- Assists Chair and/or faculty members with developing budgets and business plans for projects.
- Independently manages the plans and procedures necessary to coordinate Department programs and/or projects.
- Negotiates the terms and conditions of various contracts and affiliation agreements in addition to service agreements in conjunction with Chair.
- Prepares draft agreements and ensures proper signature routing.
- Assists with administrative aspects of recruiting new faculty according to policy and assists with administrative aspects of terminating or non-reappointing faculty.
- Serves as primary contact for Information Technology for any projects related to Department's computers. Ensures computers are updated and maintained within a determined life cycle.
- Networks with other administrators including those from other campuses and attends necessary meetings.
- Oversees dissemination and implementation of HSC policy within the Department and develops internal policies and procedures.

Grant Funded?

No

Minimum Hire Rate

salary commensurate with related education, experience and/or skills

Pay Basis

Monthly

Schedule Details

M-F, 8am to 5pm

Work Location

Amarillo

Preferred Qualifications

- Demonstrated experience managing and leading large departments or divisions.
- Ability to communicate in a highly professional and effective manner, both orally and in writing, while being attentive to the contents of message and avoiding possible misunderstandings arising from written communication when possible.
- Ability to draft correspondence on behalf of others as well as proof read and edit such correspondence
- Above average Microsoft Excel experience including use of pivot tables for data analysis.
- Ability to extract data from various sources, organize/compile the data and provide analytical reports, identifying relationships between variables and trends
- Ability to apply/grasp significance of data to medical practice and plan appropriate course of action.
- Ability to apply management principles to the operation of the department, to include HR, property management, purchasing, fiscal operations (budget and accounting activities), facilities management.
- Ability to review/evaluate service and support contracts, resolving/eliminating detrimental features and maximizing favorable features of each agreement.
- Understanding of complex nature of higher education requirements, i.e. Student & Residency education program requirements, etc.

Campus

HSC - Amarillo

Department

Pediatrics Ama Genl

Required Attachments

Cover Letter, Professional/Personal References, Resume / CV

Job Type

Full Time

Pay Statement

Compensation is commensurate upon the qualifications of the individual selected and budgetary guidelines of the hiring department, as well as, the institutional pay plan. For additional information, please reference the institutional pay plan on the Human Resources webpage.

EEO Statement

As an EEO/AA employer, the Texas Tech University System and its components will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic

