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# Example of Administrative Director Job Description

Our company is searching for experienced candidates for the position of administrative director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative director

* Supports and monitors all resident activities for the hospitals in the Division
* Leading strategic planning and analysis for complex functions or programs with significant business, regulatory and/or technical challenges requiring subject matter expertise
* Managing the administration and evaluation of functions or programs
* Representing the program or function at the university level and/or to external constituencies
* Developing and managing outreach strategy that includes relationship development, communications, and compliance
* Overseeing or supervising staff in the development and implementation of all functions and/or programs
* Creates an environment of shared decision-making
* Develops, implements, and evaluates short and long term goals, objectives, policies, and procedures ensuring consistency with organizational goals
* Leads and supports the directors in promoting clinical services, new programs, and engaging team members (including physicians) to enhance market share/expansion
* Embodies and lead LEAN processes in support of safety and efficiency

## Qualifications for administrative director

* Proven ability to work effectively with Labor
* Proven strong quantitative and IT systems skills
* Previous experience and knowledge of nurse staffing and nursing workload IT systems
* Manage emails, calendars, "to do's" and calls
* Perform full diary management function managers (PM, Eng, Appro)
* Establish routes and makes travel arrangements in accordance with policies