Downloaded from <https://www.velvetjobs.com/job-descriptions/administrative-director>

# Example of Administrative Director Job Description

Our company is growing rapidly and is looking for an administrative director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative director

* Supports engagement of leaders and staff in hospital wide process improvement
* Ensures nursing department goals coincide with the hospital strategic plan linking goals and objectives to outcomes
* Oversees and supports talent development of the nursing leadership to ensure succession planning, mentorship, and coaching within the nursing departments
* Reviews and analyzes statistical data to enhance productivity, efficiency, and customer satisfaction
* Reviews and facilitates the approval process of departmental policies and procedures to assure compliance with regulatory bodies including both state and federal regulations
* Responsible for personal and professional growth and expertise by remaining current with state and federal associations, professional trends, and participating in community activities
* Maintains an effective organizational structure and ensures proper staffing with skilled and trained personnel
* Recruit, train, supervise and ensure professional development of non-professional staff members (Administrative Directors, Administrative Managers, ) and acts as a resource for professional staff members
* Develops clear managerial roles within the Division for those with direct reporting relationships to the incumbent
* Evaluates and standardizes procedures and effectively troubleshoots and resolves issues as they arise

## Qualifications for administrative director

* Manage the performance review process (PGP) of employees
* Perform various processes required for the function (new employees, leaving employees, computers & access LAOs, Glink, shopping card, POs, SAP / Activity Networks)
* Prepare and corrects presentations and communications for directors with independent judgment and often with little instruction
* Develop and implements internal procedures and systems, including training
* Perform management of departmental memos and control documents
* Perform the classification and documentation control department, including archiving