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# Example of Staff Director Job Description

Our growing company is looking to fill the role of staff director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for staff director

* Manage systems for monitoring quality performance including data collection and information reporting
* Generates and interprets key input and develops a vision and recommendation to drive the Annual Business Plan
* Reviews, approves and monitors annual goals for MSS Departments
* Sponsors the MSS conference calls and in-person meetings
* Ensures timely and efficient processes by evaluating, assessing and developing or re-designing as necessary the credentialing and privileging of new physicians across the system
* Explores new ways to continually improve the work product and administrative duties of the MSS departments across the enterprise including standardization of MSS practices, policies and procedures
* Oversees and participates with the implementation of the Atlas reporting tool
* Continuously reviews and updates OPPE base templates in Atlas for each specialty as needs and availability of new measures arise based on annual Board goals, Registry data, and CMS, TJC and AHRQ measure releases
* Oversees the planning, implementation, execution and evaluation of special projects
* Providing leadership in achieving Business Results

## Qualifications for staff director

* Strong project manager possessing an ability to track workflow, marshal resources strategically and relentlessly pursue strong execution of plans, strategically delegating as necessary
* Highly self-aware, modeling humility, curiosity, courage, vulnerability, maturity, confidence and authenticity
* Exceptional reliability and integrity and ability to responsibly handle confidential information with discretion
* Research and analytics, specifically an ability to identify, collect and analyze staff inputs of DEI work
* Ability to develop and monitor systems
* Exceptional strategic thinking ability, specifically identifying and leveraging meaningful cause-effect relationships