



# Example of Administrative Director Job Description

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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

- 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