



Example of Administrative Director Job Description

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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

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