

Oregon Advanced Imaging

Job Description

Job Title: Executive Director

Reports to: Board of Directors, Oregon Advanced Imaging

Supervises: Operations Manager, Chief Tech and Comptroller

Position Summary: The Executive Director of Oregon Advanced Imaging directs all aspects of OAI's business operations providing MRI and *PET/CT* Screening services, responsibility for strategic marketing, including building relationships with physician groups and hospitals, strategic planning, enhancing financial performance, and strengthening community and Board relationships. Ultimately, creates an environment of continuous improvement that fosters physician and staff collaboration, enhances revenues, cost containment and improves overall performance.

Accountabilities:

1. Develops and implements strategic planning process, marketing and communication plans and annual strategic operating plan. Communicates clearly and completely with Board of Directors, physicians, staff members and committees.
2. Represents OAI in the community and in all external relationships, ensures that OAI has an effective communication and public relations program. Maintains professional affiliations and enhances professional growth and development to keep current in the industry.
3. Oversees payer contract negotiations, contract service agreements, ensures contract renewals are renegotiated or renewed on timely basis. Oversees contract negotiations for any needed services, leases, software, hardware, other areas as needed.
4. Directs and supervises all operations through managers and administrative support staff, keeps lines of communication open with staff to ensure high employee morale and a professional, positive environment. Demonstrates consistent commitment to customer service and team work. Displays personal behavior that has a positive impact on the OAI staff.
5. Develops and implements new programs and services and improves existing programs.

6. Responsible for analysis and planning for acquisition, installation, and ongoing maintenance of highly technical imaging equipment.
7. Develops and manages operating and capital budgets with goal of maximizing revenue and managing expenses. Develops long range financial planning with comptroller. Monitors financial reporting processes, cash flow management, accounts receivable, and effective billing practices.
8. Demonstrates personal commitment to staying current in field of knowledge, expanding knowledge and skills, and contributing to organizational success. Participates in professional education programs as requested or approved by OAI.
9. Prepares agenda and materials for OAI Board meetings, attends meetings and provides information and reports as required. Keeps Board informed about current trends, problems and activities.
10. Maintains professional affiliations and enhances professional growth and development to keep current in the industry.
11. Ensures compliance with all regulatory agencies governing health care delivery and seeks accreditation from appropriate accrediting entities.

Qualifications/Education/Abilities:

1. BS Degree in related field required. MS/ MBA/ MHA degree preferred.
2. Seven years progressively responsible executive management experience in diagnostic imaging or medical practice management.
3. Knowledge of the principles and practices of health care operations and business management sufficient to direct and coordinate the operations of OAI.
4. Ability to organize, plan and execute organizational priorities on a timely basis.
5. Ability to develop and maintain effective working relationships within and outside this organization.
6. Significant conceptual ability required ability to analyze complex information.
7. Skill in exercising a high degree of initiative, judgment, discretion, and decision making to achieve organizational objectives.
8. Demonstrated interest in professional growth and development.
9. Ability to own difficult decisions and tasks by assuming responsibility and accountability for all aspects of his/her performance.

10. Demonstrated verbal and written communication skills.
11. Ability to meet the physical and mental demands of this position (See ADA form).