



Career Service Authority
Imaging Operations Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Supervises and coordinates the daily operations of the Diagnostic Imaging Department and supervises technological staff operating diagnostic and specialty imaging equipment.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more first level supervisors and/or two or more employees who do not supervise.

ESSENTIAL DUTIES

Supervises subordinate supervisors, resident technologists, and student technologists involve in the operation of diagnostic and specialty imaging equipment.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goal and objectives.

Reviews work upon completion for adherence to guidelines and standards.

Communicates observations, facts and comments concerning diagnostic imaging.

Conducts routine quality control/quality assurance procedures on processing equipment and troubleshoots equipment problems.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Maintains departmental policies and procedures, objectives, safety, environmental and infection control standards and a quality assurance program.

Delegates responsibility and authority to subordinate staff.

Trains employees in day to day procedures.

Inventories equipment and supplies and orders supplies as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, and administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to generate areas of agreement and joint action.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Managing Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

Planning and Evaluating - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

Technology Application- Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of diagnostic imaging and specialty imaging techniques and equipment sufficient to be able to coordinate the operation of a diagnostic and specialty imaging department.

Knowledge of quality improvement objectives sufficient to be able to coordinate and organize activities to achieve goals.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.

Knowledge of supervisory principles and practices sufficient to be able to delegate work and responsibilities appropriately.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.

Skill in reviewing work for accuracy and completeness.

Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.

Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in developing techniques and methodologies to resolve unprecedented problems or situations.

Skill in developing and implementing policies and procedures related to the work assignment.

Skills in maintaining policies and procedures, meeting unit objectives, meeting standards for quality assurance, safety, environment and infection control standards.

Skill in training others to perform the duties of the work assignment.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: Remaining on one's feet in an upright position.

Lifting: Raising or lowering an object from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: Bending the body by bending spine at the waist.

Reaching: Extending the hand(s) and arm(s) in any direction.

Handling: Seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: Expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: Performing work through using two or more.

Lifting: Raising or lowering an object 25-50 pounds.

Near Acuity: Ability to see clearly at 20 inches or less

Depth Perception: Ability to judge distances and space relationships

Field of Vision: Ability to see peripherally

Accommodation: Ability to adjust vision to bring objects into focus

Color Vision: Ability to distinguish and identify different colors

Working Environment:

Hazards: conditions where there is danger to life, body, and/or health.

Exposed to a variety of electro-mechanical hazards

Exposed to biohazardous, radioactive substances

Exposed to explosive chemicals, gases and low-level radiation

Exposed to hazardous anesthetic agents, body fluids and wastes

Exposed to infection from disease-bearing specimens

Exposed to patient elements

Exposed to radiation hazards

Exposed to the risk of blood borne diseases

Exposed to unpleasant elements (accidents, injuries and illness)

Exposed to infections and contagious diseases

Subject to electrical and radiant energy hazards

Education Requirement:

Completion of a course of study in radio logic technology approved by the American Registry of Radio logic Technologists.

Experience Requirement:

Three years of experience as a radio logic technologist.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Current certification with the American Registry of Radio Logic Technologists at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Monika MacRossie

REVISED DATE: 11/08/09

REVISED BY: Paul Wiberg

CLASS HISTORY 11/08/09: Competencies added. Put into new format.