

### **POSITION OVERVIEW**

Job Title: Mgr, Imaging Clinic  
Business Title: Mgr, Imaging Clinic, Mgr, Breast Imaging Ops, Site Manager, Imaging Facility Manager  
Job Code: MGRIMGCEN  
FLSA Status: Exempt  
Department:  
Reports to: XXXXX  
Location: OIC  
Draft Date: 10/21/25  
Revision Date: XXXXX  
Approved By: XXXXX  
Role: People Leader

### **POSITION SUMMARY**

Responsible for planning, organizing, and managing all aspects—clinical, administrative, and personnel—of one or more outpatient imaging sites. This includes oversight of daily operations, budget, staffing, workflow, equipment, and compliance. The role requires a highly organized, flexible, and self-directed individual who can lead with integrity and foster a culture of excellence, teamwork, and service. The manager acts as the primary point of contact for site-related activities and ensures customer service excellence for patients.

**MAY PERFORM ONE OR MORE FUNCTIONS INCLUDING Mgr, Imaging Clinic, Mgr, Breast Imaging Ops, Site Manager, Imaging Facility Manager**

### **POSITION DUTIES AND RESPONSIBILITIES**

- Oversees daily clinic operations including budget management, staffing, scheduling, and resource allocation.
- Develops and implements policies and procedures to maximize efficiency and productivity.
- Monitors patient flow and address complaints using quality improvement methods.
- Maintains physical property and coordinate equipment maintenance and service calls.
- Ensures adequate inventory and quality control of supplies and equipment.
- Hires, trains, supervises and evaluates technical, clinical, and clerical staff.
- Provides coaching, career development, and disciplinary guidance.
- Conducts performance evaluations and establish growth plans.
- Ensures adequate staffing coverage and cross-training.
- Promotes communication, morale, and teamwork among staff.
- Ensures compliance with licensing, accreditation, safety, and regulatory standards (e.g., ACR, FDA, TDSHS).
- Maintains current credentials for staff and ensure adherence to safety protocols.
- Oversees radiation safety and modality accreditation.
- Reviews and updates modality protocols and quality standards.
- Monitors customer service scores and implement improvement plans.
- Responds to patient and referring physician concerns professionally.



- Collaborates with Marketing and Physician Liaisons to promote services and generate new business.
- Collects and analyzes performance data for administrative and regulatory purposes.
- Prepares reports, maintains documentation, and present findings.
- Reviews financial performance and manage site expenses.
- Conducts orientation and ongoing training for staff.
- Ensures staff meet annual educational requirements (e.g., OSHA, HIPAA, CPR).
- Collaborates on educational events and process improvement initiatives.
- Demonstrates proficiency in RIS, PACS, and other digital systems.
- Assists in equipment selection and evaluation.
- Performs other related duties incidental to the work described herein.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong knowledge of radiology principles, standards, equipment, and safety.
- Familiarity with healthcare insurance, billing, and coding.
- Proficiency in office and radiology-related systems.
- Excellent communication, interpersonal, and organizational skills.
- Ability to lead, evaluate data, manage finances, and resolve conflicts.
- Demonstrated customer service orientation and results-driven mindset.
- Successful candidates will be detail-oriented with excellent communications and customer service skills.

**REQUIRED QUALIFICATIONS**

- Education – Bachelor’s Degree or equivalent experience.
- Experience – Minimum Five years in radiology and supervisory/leadership roles.

**PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- N/A

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never       Occasionally       Constantly

Communicating with others to exchange information.

Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never       Occasionally       Constantly



Operating machinery and/or power tools.

Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never       Occasionally       Constantly

### Environmental Conditions

Low temperatures.

Never       Occasionally       Constantly

High temperatures.

Never       Occasionally       Constantly

Outdoor elements such as precipitation and wind.

Never       Occasionally       Constantly

Noisy environments.

Never       Occasionally       Constantly

Hazardous conditions.

Never       Occasionally       Constantly

Poor ventilation.

Never       Occasionally       Constantly

Small and/or enclosed spaces.

Never       Occasionally       Constantly

No adverse environmental conditions expected.

Never       Occasionally       Constantly

### Physical Demands

Sedentary work that primarily involves sitting/standing.

Never       Occasionally       Constantly

Light work that includes moving objects up to 20 pounds.

Never       Occasionally       Constantly

Medium work that includes moving objects up to 50 pounds.

Never       Occasionally       Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never       Occasionally       Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

\_\_\_\_\_  
Support Teammate's Signature

\_\_\_\_\_  
Date