CLASS TITLE: DIRECTOR OF MEDICAL X-RAY SERVICES

CHARACTERISTICS OF THE CLASS

Under direction, directs and oversees the x-ray and mammography screening services provided to patients in the City's health clinics, and performs related duties as required.

ESSENTIAL DUTIES

- Provides oversight and direction to Medical X-Ray Technologists operating radiographic equipment and performing general x-rays, chest x-rays and mammograms to ensure adherence to established operating procedures.
- Travels to departmental health clinics located throughout the city to observe work operations and assess medical x-ray services provided to patients by staff of Medical X-Ray Technologists.
- Develops and implements work standards and operating procedures to ensure compliance with federal and state quality assurance standards.
- Monitors the required testing of radiographic equipment at the health clinics to ensure federal and state safety requirements are met.
- Reviews staff quality assurance reports for compliance with governmental accreditation requirements.
- Reviews staff radiation badges to track the level of radiation absorbed.
- Plans and oversees staff training and development activities, ensuring that Medical X-Ray Technologists maintain active status accreditation and meet continuing education requirements.
- Prepares the annual budget and approves expenditures for radiographic equipment and related x-ray supplies.
- Monitors the ordering of x-ray and mammography supplies and inspects x-ray and mammography equipment, film and digital processors, and related equipment for proper and safe operating condition.
- Prepares work reports for management review.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus four years of work experience in diagnostic imaging, of which two years of work experience are in obtaining mammograms and performing quality control for mammography operations; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- Must have active status accreditation (valid state license) in medical radiography as issued by the State of Illinois at the time of hire.
- Must have and maintain active Registry status with the American Registry of Radiological Technicians.
• Must meet state and federal requirements for digital mammography training and continuing education and experience
• A valid State of Illinois driver’s license is required
• Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS
• Medical facilities environment (e.g., health clinic)

EQUIPMENT
• Computers and peripheral equipment (e.g., personal computer, computer terminals)
• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Medical testing or monitoring equipment (e.g., x-ray machines and processors)

PHYSICAL REQUIREMENTS
• Ability to walk and/or stand for extended or continuous periods of time
• Ability to make precisely coordinated movements with one's fingers
• Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Considerable knowledge of:
• *x-ray equipment and techniques, instruments, materials, and supplies
Moderate knowledge of:
• *applicable licensing requirements
• *applicable computer software packages and applications
• management and supervisory methods, practices, and procedures
• *applicable testing practices and procedures
• *anatomy, physiology, and medical terminology
• *accepted radiation safety practices
Some knowledge of:
• geographical locations in the City
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances
Other knowledge as required for successful performance in the Medical X-Ray Technologist class

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
• INSTRUCTING - Teach others how to do something
• EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
• *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

Other skills as required for successful performance in the Medical X-Ray Technologist class

Abilities

• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Medical X-Ray Technologist class

Other Work Requirements

• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Medical X-Ray Technologist class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2011